



## VACANCY AT THE SOUTH AFRICAN EMBASSY BERN, SWITZERLAND

***All applications that meet the minimum requirements will be considered***

<b>Position being advertised:</b>	Consular Clerk (5-year contract renewable in line with the Swiss law)
<b>Reference No:</b>	BERP2022
<b>Closing date for application:</b>	10 July 2026
<b>Salary package:</b>	CHF 66 301 to 110 554 per annum
<b>Other Benefits:</b>	Annual bonus, Social Security Scheme, Swiss Unemployment Insurance (ALV), Swiss Accident Insurance & Child allowance

### **Main duties and responsibilities:**

- To process applications for visas, permits, passports and residency applications.
- To respond to enquiries according to South African Immigration laws and policies.
- The successful candidate will be required to sign an annual performance agreement.

### **Minimum requirements:**

- A minimum of 12 years of schooling.
- 3 years of work experience in a related field with proficiency in computers.
- Permit to work in Switzerland.
- Proficiency in German (written and verbal) and English languages.
- Knowledge of Microsoft Office Applications.

### **Competencies:**

- Good communication skills
- Knowledge of conventions and protocols (proper format for documents etc). .Knowledge of local bureaucracy and methods of address.
- Computer literacy
- Ability to operate and maintain office equipment (Switchboard, fax, photocopier, scanner, printers, and shredding).
- Time Management
- Good client relations and Organising skills

Applications must be accompanied by the following documents:

- a comprehensive CV (in English);
- Copies of qualifications (with an English translation) and employment history (with an English translation);
- Copy of valid Drivers' License.
- Copy of ID document.
- Copy of police clearance certificate
- AHV Gesamtauszug der individuellen Konti " from Swiss authorities regarding history your employment. This can be ordered from [www.akbern.ch](http://www.akbern.ch) quoting your AHV number.



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Should you not comply with the above requirements your application will not be considered.

**Please submit your application to the South African Embassy, Alpenstrasse 29, 3000 Bern. The envelope must be clearly marked for the attention of the Corporate Services Manager. (Ref: Vac/BERP2022.**

If you have not been contacted within two (2) months after closing date of this advertisement, please accept that your application was unsuccessful.