

VACANCY ANNOUNCEMENT
SOUTH AFRICAN EMBASSY IN COPENHAGEN, DENMARK

Position/Job Title: Assistant Administrative Clerk

Contract Type: 2-Year Fixed-Term Employment

Starting Date: As soon as possible

Key Responsibilities:

- ✓ General Administrative duties
- ✓ Logistical support and event arrangements
- ✓ Procurement and Inventory
- ✓ Finance and Bookkeeping support
- ✓ Communication and Client Service
- ✓ Support to Management

Educational Requirements and Work Experience:

- ✓ Completion of at least 12 years of schooling plus a minimum of a three-year secretarial/administration diploma or certificate.
- ✓ Minimum of 3 years' relevant experience (administrative clerk, procurement and inventory management, finance and bookkeeping support, communication and client services)

Skills:

- ✓ Computer literacy (Microsoft Office applications)
- ✓ Fluency in English and Danish (both spoken and written)
- ✓ Ability to work under pressure

How to Apply:

Submit in English:

- ✓ Cover letter explaining why you should be considered for this position
- ✓ Detailed Curriculum Vitae (CV)
- ✓ Copies of relevant qualifications

Where to Apply:

Applications to be forwarded electronically for the attention of the Corporate Services Manager:
mashalam@dirco.gov.za

Hard copy to be submitted to: South African Embassy, Gammel Vartov Vej 8, 2900 Hellerup, Denmark

Deadline: 05 January 2025

Important Note:

- ✓ If the South African Embassy has not contacted you by 09 January 2026, please consider your application unsuccessful.
- ✓ This position is open to applicants living in Denmark or holding a Danish residence permit.
- ✓ The successful candidate will be subject to background and security clearance checks prior to appointment.
- ✓ No late applications will be considered after the closing date.