

VACANCY ANNOUNCEMENT
SOUTH AFRICAN EMBASSY IN COPENHAGEN, DENMARK

POSITION/JOB TITLE: SOCIAL SECRETARY

Contract Type: 2-Year Fixed-Term Employment

Starting Date: As soon as possible

Key Responsibilities:

- ✓ Secretarial duties
- ✓ Administrative duties
- ✓ Logistical support and Event Management and Coordinator
- ✓ Protocol Coordinator
- ✓ 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 diploma in Secretarial Studies, Administration, or Office Management. .
- ✓ Minimum of 3 years' relevant experience (secretarial functions and public relations)

Skills:

- ✓ Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- ✓ 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 are 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.