



VACANCY ADVERTISEMENT **SOCIAL SECRETARY**

SOUTH AFRICAN HIGH COMMISSION, NEW DELHI, INDIA.
B-18 VASANT MARG, VASANT VIHAR, NEW DELHI.

The South African High Commission in New Delhi, India, invites applicants to apply for the post of a Social Secretary in the Office of the High Commissioner.

POST REQUIREMENTS

Qualifications:

- 12 years' schooling (equivalent to a Grade 12 in South Africa)
- A job-related tertiary qualification

Experience:

- A minimum of three (3) years' experience as a Secretary or Office Administrator or a related field is required.

1. KEY RESPONSIBILITY AREAS

KRA 1: Event planning and coordination: assisting with the organisation, logistics and co-ordination of official and social events, guest lists, invitations, managing RSVPs, seating plans, etc.

KRA 2: Arranging meetings, including maintaining a diary of appointments, meeting and escorting the High Commissioner's guests, preparing and serving tea/coffee and refreshments, ensuring timely follow-ups, etc.

KRA 3: Maintaining the professionalism of the Office of the High Commission, including through responding to enquiries and client interaction, screening and redirecting telephone calls, taking and conveying accurate messages, maintaining diplomatic lists, advising on proper protocol and etiquette.

KRA 4: Assisting with all administrative, secretarial and clerical functions of the High Commissioner's office, including record keeping, minute-taking, correspondence, maintaining a database of Mission contacts, registering gifts and managing stationery and other consumables of the office.

2. JOB SPECIFIC COMPETENCIES

1. Maintain discretion and confidentiality of the organisation.
2. Use discernment and show initiative, as appropriate.
3. Able to work as part of a team.
4. Knowledgeable about the official and social environment in which the High Commission operates.
5. Conversant with basic protocol.
6. Cultural sensitivity skills.

7. Good interpersonal skills and client orientation
8. Time and desk management skills.
9. Proficiency in the English and Hindi languages (read, speak and write fluently).
10. Writing skills reports, meeting minutes, letters, emails, etc.
11. Computer Literacy – skilled in the use of MS Office programmes such as Outlook, Word, Excel, PowerPoint, etc.
12. Basic accounting skills.
13. Translation and interpretation skills.
14. Managing stationery, consumables and other requirements of the office.

Salary: INR2,75,540 – INR 3,60,115 per annum plus benefits

Interested applicants may forward their CV's and certified copies of qualifications to the following email address: NewDelhi.vacancies@dirco.gov.za (*Alternatively the application can be placed in the box marked "Applications" at the main entrance.*)

The First Secretary Administration
Ms Tebogo Bopape
BopapeJ@dirco.gov.za

And copy:

The Third Secretary Administration
Ms J Moahlodi
moahlodij@dirco.gov.za

In the event that you have not been contacted by the High Commission within one month of the closing date of the advertisement, please accept that your application was unsuccessful.

Closing date: 17 August 2026