

## **SOUTH AFRICAN HIGH COMMISSION IN OTTAWA, CANADA**

### **1 X CONSULAR CLERK POST – 4 YEARS CONTRACT**

**REFERENCE: OTT-CONS0426**

**SALARY PACKAGE:** *Minimum CAD 33 762.00 per annum to Maximum CAD 42 703.00 per annum (Based on experience and qualifications).*

#### **REQUIREMENTS:**

- 12 years Schooling (Minimum)
- At least 1 year experience as Consular or Administrative clerk will be added advantage

#### **Applications should be accompanied by the following documents:**

- Detailed Curriculum Vitae (CV).
- Certified copies of qualifications,
- Proof status in Canada or Residence/Work Permit
- Police clearance(s) if resident over 1 year in previous and current country of residence
- As well as any other relevant documents will be submitted by shortlisted candidates only

#### **Job Competencies**

1. Bilingual (excellent command of English spoken & written)
2. Computer literacy (software and hardware) MSOffice suite of programmes such as MS Word, MS Excel, PowerPoint, use of Internet search
3. Telephone management skills
4. Operate and maintain office equipment skills (fax, photocopier, scanner, printers and shredding)
5. Communication skills
6. Translation and interpretation skills
7. Project management skills, Organising and Filing skills
8. Proper time management
9. General understanding of the Department of Department of International Relations & Cooperation
10. Understanding the Department of Home Affairs Rules and Regulations of Consular Codes, including keeping abreast of new and amended procedures, regulations and laws relating to the relevant Acts, including - Alien's Control Act of 1991, Birth and Death Registration Act of 1992, Citizenship Act of 1995, Identification Act of 1986, Immigration Act of 2002, SA Passport and Travel Documents Act of 1994
11. Accounting and administration experience

#### **Consular Clerk Responsibilities:**

1. Verification of all applications for passports/citizenship/permits/certificates (birth, marriage) and ensuring compliance with standard procedures before issuing or refusing.
2. Apply due diligence with respect to date stamps and barcodes to applications
3. Ensure that passports are valid and have the correct number of blank pages
4. Collection of application fees and issuance of receipts
5. Facilitate the issuance of Emergency Travel Certificates and Parental Consent Forms
6. Maintain Consular statistics (weekly and monthly)
7. Inform the Consular Attaché/CSM about fraudulent documents

8. Ensures that documents are signed for when collected by applicants
9. Conducts telephonic assessments and provides information in order to facilitate interviews regarding applications
10. Makes follow-up enquiries on applications forwarded to Home Affairs
11. Maintain documents storage and retrieval systems and applies archive procedures
12. Prepares documents for authentication
13. Responds to telephonic and written consular enquiries
14. Operates office equipment such as photocopiers, facsimile machines, and computers.
15. Ad Hoc duties in line with the Mission's operational requirements
16. Provide agency services on behalf of other Departments, such as taking fingerprints for Passport applications and Police Clearance, Services of processes and Court Orders.
17. Facilitate the repatriation of mortal remains for South Africans citizens
18. Welcome and admission of visitors following security and access procedures, keeping statistics of visitors and reasons for enquiry or visit, crowd management
19. Performing ad-hoc duties in line with the Mission's operational requirements

Please forward CV's and all relevant documents to [maphangal@dirco.gov.za](mailto:maphangal@dirco.gov.za) and cc [sethokgar@dirco.gov.za](mailto:sethokgar@dirco.gov.za).

**Only short-listed candidates will be contacted for an interview at the South African High Commission in Ottawa, Canada.**

**If you have not been contacted within four (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.**

**We thank all the applicants for their interest.**

**Closing date: 30 April 2026** - Applications received after the closing date will not be considered.