

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

**VACANCY ANNOUNCEMENT**

**RECEPTIONIST (1 POST) – 4 YEARS CONTRACT**

**REFERENCE: OTT-REC0629**

**SALARY PACKAGE:** *Minimum CAD 35 576 - CAD 39825 per annum, commensurate with qualifications and relevant experience.*

**REQUIREMENTS:**

- 12 years Schooling (Minimum)
- At least 2 year experience as Receptionist will be added advantage

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

- Completed **Application Form for Employment**
- 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

**Knowledge, Skills and Competencies**

- Bilingual (excellent command of English spoken & written)
- Computer literacy (software and hardware) MSOffice suite of programmes such as MS Word, MS Excel, PowerPoint, use of Internet search
- Telephone management skills
- Operate and maintain office equipment skills (fax, photocopier, scanner, printers and shredding)
- Communication skills
- Translation and interpretation skills
- Organising and Filing skills
- Proper time management
- General understanding of the Department of Department of International Relations & Cooperation
- Administration experience

**Key Responsibilities:**

- Receiving and directing visitors in accordance with the Mission's security and access control procedures.
- Providing professional front-desk and customer service support.
- Managing incoming telephone calls and responding appropriately to enquiries, including difficult or abusive callers where necessary.
- Responding to telephonic, written and walk-in consular enquiries.
- Conducting telephonic assessments and providing information relating to consular applications and interviews.
- Managing visitor records and maintaining statistics on visitors and enquiries.

- Assisting with crowd management during busy public service periods.
- Maintaining document storage, filing, retrieval and archival systems.
- Operating office equipment such as computers, photocopiers, scanners and fax machines.
- Preparing correspondence and official documents in accordance with established government conventions and protocols.
- Providing translation and interpretation support where required.
- Promoting positive public relations and maintaining a professional image of the Mission.
- Performing general administrative duties.
- Performing ad-hoc duties in line with the Mission's operational requirements

### **How to Apply**

Application form together with all relevant supporting documents should be submitted by email to:

Email: [maphangal@dirco.gov.za](mailto:maphangal@dirco.gov.za)

Cc: [sethokgar@dirco.gov.za](mailto:sethokgar@dirco.gov.za).

Please quote the reference number **OTT-REC0629** in the subject line of your email.

### **IMPORTANT INFORMATION**

- **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.**
- **Late applications will not be considered**

**The South African High Commission thanks all applicants for their interest in this position.**

**Closing date: 24 July 2026**