



**SOUTH AFRICAN EMBASSY
AMBASSADE D'AFRIQUE DU SUD
59 quai d'Orsay-75343 Paris 07, www.afriquesud.net**

VACANCY ANNOUNCEMENT FOR A SECRETARY POSITION

The South African Embassy in Paris invites applicants, including South African Citizens residing in France, to apply for the post of **secretary to the South African Permanent Representative – UNESCO**.

Job Title: Secretary

Term of employment – Until 31 March 2029.

Salary: Starting from €30,320 to €52,932 per annum with benefits, depending on qualifications and experience.

Requirements:

- Minimum of 12 years of schooling
- 1-year Secretarial Diploma/Certificate
- Minimum of 3 years' experience as a secretary, typist or administration clerk with word processing skills and knowledge
- Must be able to speak and write English and French
- Non-French candidates must have a relevant and valid work permit

Duties:

- Perform secretarial duties for the South African Permanent Representative – UNESCO, like diary management responding to invitations, arranging meetings
- Attend and take minutes of meetings, both in the office and at other locations
- Operate office machines such as computer and photocopiers
- Receive and process incoming and outgoing mail, draft letters and reports
- Organise business itineraries, travel arrangements, conferences, meetings and social functions
- Purchase of office supplies
- Assisting with all administrative and clerical functions
- Perform ad hoc duties in during Embassy events

Competencies:

- Planning and organising
- Project management
- Client orientation and customer focus
- Sense of responsibility
- Good interpersonal relations
- Communication skills (written and verbal)
- Ability to work under pressure
- Ability to work in a team and independently

Applicants must submit the following documents, translated in English:

- Application letter clearly stating the post applying for
- Updated CV
- Copy of ID

- Copy of Passport
- Copies of qualifications
- Police clearance
- Relevant French Permit, for non-French citizens, which allow staying and work in France

Application must be submitted on or before **10 September 2026**

Email to grimsellw@dirco.gov.za ; dubek@dirco.gov.za , masemolar@dirco.gov.za or hand deliver to 59 quai d'Orsay-75343 Paris 07