

The South African Consulate General in Toronto, Canada seeks

1 x Administrative Clerk (Fixed Contract of 3 years)

Starting Salary: CAD\$ 37,378.00 - CAD\$ 65,832.00 based on experience and qualifications.

Starting date: 01 September 2026

Qualifications/Experience

- A minimum of 12 years of schooling
- 3 years' experience as an administration clerk or accountant with administration experience.
- Police Clearance

Required Job Competencies

- Planning and organizing
- Etiquette, polite, diplomatic and professional manners always
- Ability to work with people at all levels
- Ability to deal calmly with unexpected circumstances or delays
- Excellent customer care skills
- Responsible attitude towards client privacy and safety
- Client service focus with sense of urgency
- Excellent timekeeping
- Smart appearance
- Willingness to work independently and under pressure
- Clear communication/English language proficiency
- Computer literacy

Duties

- Provide administrative support in the maintenance of mission accounts
- Provide front desk support including incoming and outgoing mail
- Respond to incoming calls and enquiries and keep records
- Administer procurement and control stock and inventory
- Ensure verification and registration of new and obsolete assets
- Maintain and update all registers of the Mission (financial, assets, stock, attendance, etc.)
- Maintain supplier database and stakeholder relationship with service providers
- Assist in uploading documents as and when required
- Order stationery, cleaning material and inventory for the office and official residence
- Prepare annual estimates of expenditure
- Assist in preparing monthly financial statements, records and reports
- Coordinate and administer leave and statements
- Request for quotations and assistance with travelling arrangements for all officials
- Render photocopy services, binding of documents and filing

Closing date: 23 July 2026

Please forward CV and all other relevant documents to: Ms KHE Luthuli at luthulik@dirco.gov.za

**ONLY CANDIDATES SHORT-LISTED
WILL BE CONTACTED FOR AN INTERVIEW AT THE CONSULATE**