

The South African Consulate General in Toronto, Canada seeks

1 x Secretary (Fixed year contract of 3 years)

The salary range for this position is CAD\$ 37, 378.00 to CAD\$ 65, 832.00 annually based on experience and qualifications.

Starting date: 01 September 2026

Qualifications/Experience

- A minimum of 12 years schooling with completion of a least one year Secretarial course
- Diploma/Certificate plus a minimum of 3 years' experience as a Secretary, Typist, Receptionist or Clerk with word processing knowledge and skills.
- Police Clearance

Required Job Competencies

- Etiquette, polite, diplomatic and professional manners always
- Ability to work with people at all levels
- Ability to deal calmly with unexpected circumstances or delays
- Responsible attitude towards client privacy and safety
- Language proficiency
- Planning and organizing
- Analytical thinking
- Willingness to work flexibly
- Clear communication/English language proficiency
- Computer literacy
- Time management

Duties

- Assist with the organization and co-ordination of social events.
- Prepare for upcoming social events, maintain official social obligations and calendar and schedule for the Head of Mission.
- Protocol coordination and relationship building.
- Co-ordinate an updated diplomatic list, informs MFS of events taking place in South Africa where the host country may be involved.
- Advise all accredited Diplomatic Missions when the Head of Mission leaves his/her country of accreditation.
- Perform Secretarial event, arranging and scheduling of appointment, tracks events and updates engagement schedules, attends to invitations sent to Head of Mission, keeps electronic diary updated.
- Draft routine letters, invitations types unclassified reports and official correspondence from dictation according the standard and formats set.
- Make travel and accommodation arrangements ensuring effective time management, up to date itinerary when applicable, meets the specific requirements.
- Assist with logistics for conference, summits, forwards image building material to HOM's contact- promoting South Africa.
- Finalize invitations and guest lists.
- Assist with all administrative and clerical functions.

Closing date: 23 July 2026

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

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