

SECRETARY: POLITICAL SECTION (1 POST)
REFERENCE NUMBER – KAPP1501

Salary: LRP 5

Minimum Requirements:

- A minimum of 13 years schooling with a completion of at least one-year Secretarial Diploma/Certificate PLUS three years' experience as a secretary, typist, receptionist or clerk with word processing (Microsoft) knowledge and skills.

Job Purpose:

Provides secretarial services to the Political Section and organise social events. Assist the Political Section and transferred officials by performing clerical, secretarial and stenographic duties.

Competencies:

- A very high standard of personal integrity;
- Telephone skills (technical and interpersonal);
- Excellent communication and a high standard in English, both spoken and written (Working knowledge of English and Ugandan languages);
- Understanding of South Africa and Uganda;
- Excellent interpersonal skills, being persuasive, working in a team but also dealing effectively with people;
- Strong organizational skills, attention to detail, ability to work under pressure and to manage multiple tasks;
- Good Records Management skills;
- The candidate should provide examples of being solution-oriented, and committed to delivering results, including adapting approach if necessary.

Duties:

- Screen telephone and personal calls;
- Make and record appointments, prepare agendas or programmes for meetings;
- Attend and take minutes of meetings, both in the office and at other locations, file correspondence and other records;
- Operate office equipment such as photocopiers, Switchboards, Computers;
- Receive and process incoming and outgoing mail, draft letters and reports on behalf of the Mission;
- Organize business itineraries, travel arrangements, conferences , meetings and social functions;
- Perform all administrative and clerical functions;
- South African Service delivery prescripts/values (Batho Pele).

All applicants will be subjected to security clearance processes, qualification verification and other assessment processes.

APPLICATIONS:

- Please forward your application to the e-mail address indicated in the advertisement below, quoting the reference number or post name in the subject line in order to receive an acknowledgement.

CLOSING DATE: 05 September 2025 (14H00) - Applications received after the closing date will not be considered.

NOTES:

- Employees are hereby informed that for posts advertised, only employees who have completed the probation period, which is a satisfactory assessment for a period of 06 months in a position are eligible to apply. This would be applicable as at the closing date of the post.
- All applications must be submitted on the attached form Annexure D Ch 3 (IIC) (duly completed and hand signed) also obtainable from the South African High Commission website: [Jobs–South African Embassy Kampala, Uganda](https://dirco.gov.za/uganda/jobs/) (<https://dirco.gov.za/uganda/jobs/>)
- Applications should be accompanied by a comprehensive CV, certified copies of qualifications, Police Clearance Certificate and identity documents or any other relevant documents (e.g. Cover letter, References / Service certificate from previous employers, etc.).
- Please make sure to merge the above documents into one PDF file and mark your application as Secretary: Political in the subject line.
- All appointments will be subjected to a security clearance process.
- All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications.
- Please note that the South African High Commission will contact and invite **only** the short-listed candidates for an interview.
- The South African High Commission reserves the right not to make appointments.
- Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

Applications:

Please e-mail your application to kampala.sahc@dirco.gov.za. Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

Enquiries: Booyse@dirco.gov.za / Mokgalanek@dirco.gov.za / kampala.sahc@dirco.gov.za

Tel: +256 417 702 100 / +256 775 824 550 / +256 774 355 362

Please note that canvassing will disqualify applicants. The South African High Commission is committed to a policy of Equal Opportunity

APPLICATION FOR EMPLOYMENT: SECRETARY: POLITICAL

[Annexure D Ch 3 (IIIC)]

Instruction

*This form must be completed in ink by the applicant in his/her handwriting:
Copies of educational service certificates and CV must accompany this application.*

Photo

*not older
than a year*

EMPLOYMENT DESIRED

Employment desired: Secretary: Political Section

Reference no (if any): _____ When can you assume duty? _____

PERSONAL DETAILS

Surname: _____

Names: _____

Identity/passport number: _____

Date of birth: _____

Place of birth: _____

Nationality: _____

Contact Number: _____

Present Residential Address: _____

Mark the appropriate space:	Male		Female	
	Widowed	Divorced	Single	Married

Number of independent children: _____

Respective ages: _____

KNOWLEDGE AND QUALIFICATIONS

Attach your Curriculum Vitae (CV) with the following particulars as a prerequisite for your application to be considered:

Educational qualifications

Employment history

Military service

Special skills

LANGUAGE PROFICIENCY

State “good” “fair” “poor” in the appropriate spaces

Specify languages				
SPEAK				
READ				
WRITE				

CONTACTS AND RELATIVES

A) List any personal or other contacts you have in South Africa

Individual	Occupation	Address

B) List any relatives or friends who are employed by local government

Name	Relationship	Name of government Institution

CITIZENSHIPS

A) List each country of which you have been a citizen

Period	Country	How was citizenship acquired

I declare that the above particulars are complete and correct and I understand that any false information supplied could lead to my immediate discharge.

Date: _____

Signature: _____
