

Receptionist Job Advert – South African High Commission (Kampala)

Position: Receptionist

Location: Kampala

Employment Type: Full-Time

The South African High Commission in Kampala is seeking to recruit a professional, courteous, and highly organised Receptionist to join its administrative team. The successful candidate will be responsible for managing the front office and providing excellent customer service to visitors, diplomats, and stakeholders.

Key Responsibilities

- Welcome and direct visitors and guests professionally
- Answer and transfer incoming telephone calls and emails
- Manage appointments, meeting schedules, and conference room bookings
- Receive and distribute correspondence, parcels, and official documents
- Maintain visitor records and observe security procedures
- Provide administrative and clerical support to High Commission staff
- Assist during official events, meetings, and functions when required

Qualifications & Experience

- Minimum of Uganda Advanced Certificate of Education (UACE) or equivalent
- Diploma in Business Administration, Secretarial Studies, Office Management, or related field is an added advantage
- At least 2-3 years of experience in reception or customer service roles
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office applications
- Professional appearance and strong organizational skills
- Ability to maintain confidentiality and professionalism
- Knowledge and understanding of South African Foreign Policy and Diplomacy will be added advantage
- Driver's License will be an added advantage

Required Competencies

- Strong customer service orientation
- Good telephone etiquette
- Time management and multitasking skills
- Ability to work under pressure
- Conflict resolution
- Fluency in English; additional languages are an advantage

Salary & Benefits

A remuneration package will be offered in line with qualifications and experience.

How to Apply

Interested applicants should send:

- Completed and signed application form Annexure D Ch 3 (IIC)
- Updated Curriculum Vitae (CV)
- Copies of academic qualifications
- Copy of National ID or Valid Passport
- Police Clearance Certificate
- Contact details of at least two referees

Only shortlisted candidates will be contacted.

- **CLOSING DATE: 28 May 2026**
Applications received after the closing date will not be considered.
- **NOTES:**
 - Applications must be submitted on form Annexure D Ch 3 (IIC) (duly completed and hand signed) obtainable from the website of the High Commission.
 - The 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 one (1) months after the closing date of this advertisement, please accept that your application was unsuccessful.
 - All applicants will be subjected to security clearance processes, qualification verification and personnel suitability checks.
 - All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications.
- **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: mokgalanek@dirco.gov.za
South African High Commission: UGANDA
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