



**SOUTH AFRICAN HIGH COMMISSION
LONDON**

South Africa House, Trafalgar Square, London, WC2N 5DP
Tel: +44 (0) 207 451 7163, E-mail: mabasom@dirco.gov.za
www.southafricahouseuk.com

VACANT POST

Personnel Clerk – Post Nr LONP2001

- Starting Salary:** £24,246 - £28,918
(salary notch dependent on schooling and previous work experience)
- Working hours:** Monday to Friday from 08h30 – 17h00
with lunch from 13h00 – 13h35
- A copy of the Duty Sheet for this position will be forwarded to interested applicants on receipt of an email addressed to joubertam@dirco.gov.za
- Requirements:** A minimum of 12 years schooling is required PLUS 3 years experience in the personnel field. Candidates must be computer literate.
- Supporting Documents:** Applicants are required to submit their **full Curriculum Vitae (with a daytime contact number)**, accompanied by a **covering letter**, confirming their working status in the UK (right to work in the UK) and original or certified copies of their schooling certificates and further educational certificates (if any) and work references (letters from previous employers)

NB:

All supporting documents to be submitted. Applications with no certified copies of schooling certificates and letters of work references will not receive attention.

The appointment of the successful candidate is subject to the submission of the mentioned original schooling certificates and letters of work experience.

- Competencies:**
- * Energetic and confident person who can work under pressure, is a team player and has excellent public relations skills
 - Good interpersonal skills
 - Knowledge of South Africa an advantage
 - Proficiency in English (spoken and written)

- Ability to work independently

All the applications should be forwarded to Mr K P Molaiwa, First Secretary (Administration), South African High Commission, Trafalgar Square, LONDON, WC2N 5DP.

Queries to Mr P Molaiwa, molaiwap@dirco.gov.za and copied to Mr S R S Makgabo, makgabos@dirco.gov.za

The High Commission is only able to appoint applicants who are permitted to work in the UK. This excludes those on Commonwealth and Student Visas. **Only applicants with Permanent Residents or UK Citizenship should apply and all applicants that do not meet the requirements will not be considered.**

Closing date:

Tuesday, 15 July 2025