

## DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

**CLOSING DATE: 8 APRIL 2026** - Applications received after the closing date will not be considered.

### NOTE:

- Applications must be submitted on the new form Z83 (effective from 1 January 2021) duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website – [www.dirco.gov.za](http://www.dirco.gov.za)
- Received applications using incorrect Z83 for employment will not be considered.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications.
- DIRCO reserves the right not to make appointments.
- We thank all the applicants for their interest.
- Correspondence will be limited to shortlisted candidates only.
- If you have not been contacted within four (4) months after closing date of this advertisement, please accept that your application was unsuccessful.
- The Departmental Employment Equity targets will be taken into consideration during the selection process.
- All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

**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 12 MONTHS IN A POSITION ARE ELIGIBLE TO APPLY. THIS WOULD BE APPLICABLE AS AT THE CLOSING DATE OF THE POST.**

**PLEASE NOTE THAT INTERNAL CANDIDATES SERVING AT A MISSION ARE ELIGIBLE TO APPLY TWELVE (12) MONTHS PRIOR TO THEIR ORIGINAL RETURN DATE TO THE RSA, ALSO TAKING THE EXTENSION OF TOUR OF DUTY INTO CONSIDERATION.**

**BRANCH: PUBLIC DIPLOMACY**  
**CHIEF DIRECTORATE: MULTIMEDIA**

**ASSISTANT DIRECTOR – PHOTOGRAPHY**

**Reference: Dirco0313/01**

**SALARY:** R468 459 per annum (Salary level 9)

**CENTER:** Pretoria

**REQUIREMENTS:**

- At least a minimum of three (3) years National Diploma/ Degree (NQF 6) in Photography as recognized by SAQA
- At least 3 - 5 years' experience in photography

**COMPETENCIES:**

- Extensive knowledge and use of digital cameras
- Extensive knowledge of editing programs (Adobe Creative Cloud) on Apple Macintosh Computers
- Basic understanding of South Africa's foreign policy and diplomacy
- Excellent communication skills (written and verbal)
- Interpersonal skills, networking and negotiation skills, problem-solving and decision making, planning and organizing skills
- Time management, creativity and innovation, client orientation, report writing, conflict management

**DUTIES:**

- Provide photographic coverage of Department of International Relations and Cooperation principals, locally and abroad
- Provide photographic coverage of DIRCO Departmental events
- Prepare and distribute photographic material to internal and external stakeholders in line with applicable prescripts, protocol and procedures
- Build and maintain platforms suitable for distribution of DIRCO images

**ENQUIRIES:** Ms J Moepya, Tel: (012) 351 8754/ Ms V Beshe, Tel: (012) 351 1327

**APPLICATIONS:** Please e-mail your application to [asdphoto26@dirco.gov.za](mailto:asdphoto26@dirco.gov.za)

Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.

**INTERNAL MAIL SECURITY OFFICERS (6 X POSTS)**

**Reference: Dirco0313/02**

**SALARY:** R228 321 per annum (Salary level 5)

**CENTER:** Pretoria

**REQUIREMENTS:**

At least a minimum of a National Senior Certificate (NQF level 4) as recognized by SAQA

**COMPETENCIES:**

Proficiency in the use of English  
Good communication skills (verbal and written)

Interpersonal skills  
Client orientation and customer focus  
Confidentiality  
Security awareness and sense of responsibility  
Good physical health to perform labour intensive duties

**DUTIES:**

Handling of incoming/outgoing mail items  
Perform all administration duties regarding mail distribution  
Provide professional counter service to clients at Internal and Diplomatic mail services.  
Sorting, distribution and dispatch of mail internally and to Missions, according to the relevant prescripts  
Provide a fast, effective and secure shredding service

**ENQUIRIES:** Ms W Matlala, Tel: (012) 351 0514 /Ms N Moyakhe, Tel: (012) 351 0514

**APPLICATIONS:** Please e-mail your application to [imsodb26@dirco.gov.za](mailto:imsodb26@dirco.gov.za)