

**THE SOUTH AFRICAN EMBASSY IN ROME**  
intends to fill the position of Social Secretary to Ambassador.

**Requirements:**

- A minimum of 12 years schooling with completion of at least a one year Secretarial Diploma/Certificate plus a minimum of 3 years' experience as a secretary, typist, receptionist or clerk with word processing knowledge and skills.

**Responsibilities:**

- Performing secretarial duties
- Assisting with organisation and co-ordination of social events
- Assist with the logistics for conferences, summits, etc.
- Assist with all administrative and clerical functions
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- Protocol coordinator and relationship building
- Service Delivery (Batho pele)
- The candidate should be able to translate texts from English to Italian and vice versa and do interpretation when required.
- Be able to travel when required.

**Job specification:**

- Job knowledge and skill
- Work output
- Communication
- Client service focus

**Generic competencies:**

- Diplomacy
- Networking
- Language proficiency
- Good computer literacy

In order to apply please submit a comprehensive CV in English, certified copies of qualifications and certificates to the following e-mail address [addr@dirco.gov.za](mailto:addr@dirco.gov.za)

Closing date for applications: 15 June 2018.

If you do not hear from the Embassy within one month, please consider your application to be unsuccessful.

**South African Citizens are encouraged to apply.**

**Dated: 30 May 2018**