

ADVERTISEMENT: SOUTH AFRICAN EMBASSY IN ITALY, ROME

1 ASSISTANT CONSULAR CLERK POST

Starting date: Immediately

Starting salary

Minimum € 25.843,00 to Maximum € 39.362,00 per annum (Based on experience and qualifications)

Qualifications

- 12 years Schooling (Minimum) with computer knowledge and skills
- 5 years' experience as Consular Clerk
- Police clearance(s) if resident over 1 year in previous and current country of residence
- Driver's license (added Advantage)

Job Competencies

1. Bi or Trilingual (excellent command of English & Italian, both spoken & written)
2. Knowledge of Conventions and Protocols, knowledge of local bureaucracy
3. Computer literacy (software and hardware) MSOffice suite of programmes such as MS Word, MS Excel, PowerPoint, use of Internet search
4. Telephone management skills
5. Operate and maintain office equipment skills (fax, photocopier, scanner, printers and shredding)
6. Communication skills
7. Translation and interpretation skills
8. Project management skills, Organising and Filing skills
9. Proper time management
10. General understanding of the Department of Department of International Relations & Cooperation
11. Understanding the Department of Home Affairs Rules and Regulations of Consular Codes, including keeping abreast of new and amended procedures, regulations and laws relating to the relevant Acts, including - Alien's Control Act of 1991, Birth and Death Registration Act of 1992, Citizenship Act of 1995, Identification Act of 1986, Immigration Act of 2002, SA Passport and Travel Documents Act of 1994
12. Accounting and administration experience

Consular Clerk Responsibilities:

1. Verification of all applications for passports/citizenship/permits/certificates (birth, marriage) and ensuring compliance with standard procedures before issuing or refusing.
2. Apply due diligence with respect to date stamps and barcodes to applications
3. Ensure that passports are valid and have the correct number of blank pages
4. Collection of application fees and issuance of receipts
5. Facilitate the issuance of Emergency Travel Certificates and Parental Consent Forms
6. Maintain Consular statistics (weekly and monthly)
7. Inform the Consular Attaché/CSM about fraudulent documents
8. Ensures that documents are signed for when collected by applicants
9. Conducts telephonic assessments and provides information in order to facilitate interviews regarding applications
10. Makes follow-up enquiries on applications forwarded to Home Affairs

11. Maintain documents storage and retrieval systems and applies archive procedures
12. Prepares documents for authentication
13. Responds to telephonic and written consular enquiries
14. Operates office equipment such as photocopiers, facsimile machines, and computers.
15. Ad Hoc duties in line with the Mission's operational requirements
16. Provide agency services on behalf of other Departments, such as taking fingerprints for Passport applications and Police Clearance, Services of processes and Court Orders.
17. Facilitate the repatriation of mortal remains for South Africans citizens
18. Welcome and admission of visitors following security and access procedures, keeping statistics of visitors and reasons for enquiry or visit, crowd management

Closing date: 21 July 2023

Please forward CV's and all relevant documents to radebet@dirco.gov.za and copy ambasciata@tiscali.it

Only short listed candidates will be contacted for an interview at the South African Embassy in Rome, Italy

