

ADVERTISEMENT: SOUTH AFRICAN EMBASSY IN ITALY, ROME

SECRETARY TO MINISTER PLENIPOTENTIARY

Starting date: Immediately

Starting salary

Minimum € 27.120,00 to Maximum € 42.088,00 per annum (Based on experience and qualifications)

Qualifications

- 12 years Schooling (Minimum) with computer knowledge and skills
- 3 years' experience as a Secretary
- Police clearance(s) if resident over 1 year in previous and current country of residence

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. Administration experience

Responsibilities:

1. Perform secretarial duties and maintain Minister Plenipotentiary's agenda.
2. Organise business itineraries and travel arrangements for Minister Plenipotentiary.
3. Accompany Minister Plenipotentiary during official visits when required.
4. Translate and interpret for Minister Plenipotentiary as and when required.
5. Organise meetings, conferences and social functions.
6. Update Minister Plenipotentiary's contact list.
7. Assist with admin process related to the Minister Plenipotentiary's office.

Closing date: 21 July 2023

Please forward CV's and all relevant documents to rabel@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