

***The South African Embassy to the Kingdom of Belgium, the Grand Duchy of Luxembourg
and Mission to the European Union***



**ADVERTISEMENT OF VARIOUS POSITIONS FOR THE SOUTH AFRICAN EMBASSY IN
BRUSSELS: BELGIUM ON A TWO-YEARS CONTRACT**

Address: 17-19 Rue Montoyer, 1000 Brussels

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| 1. JOB TITLE: | ACCOUNTANT |
| JOB LEVEL: | 6 |
| ANNUAL SALARY: | 39 051 – 71 179 |
| JOB SUMMARY: | Reporting to the Corporate Services Manager, you will be required to perform the following duties: |

**PREPARATION OF MONTHLY EXPENDITURE REPORTS, INCLUDING RECONCILIATION
AND CASHBOOK STATEMENTS**

- Assist in the budgeting process by compiling annual and mid-term budgets and review documents/worksheets
- Post expenditure vouchers into system
- Post receipt vouchers into system and ensure accuracy
- Check expenditure vouchers and receipts against bank statements
- Post of monthly expenditure per item to monthly expenditure report
- Process vouchers on MCS for both DIRCO and DHA
- Compile monthly and quarterly financial compliance reports and required budget information, such as:
 - Expenditure Register and Analysis Report
 - Revenue Reports
 - Register for irregular & fruitless expenditure
 - Register for accruals & payables
 - Supply Chain compliance register
 - Medical register
 - VAT Claims and Reconciliation Register
 - Lease Commitment Register

PREPARATION OF PAYMENTS

- Check invoices and supporting documents and prepare for payment on expenditure voucher and other appropriate forms
- Prepare expenditure voucher by checking invoices to ensure that goods or service have been specified correctly in relation to costs
- Check reimbursement claims to ensure that they are correct and in accordance with policy (admin code and financial regulations), and prepare for payment
- Calculate and prepare all LRP staff salaries including fringe benefits and overtime on requisite formats
- Prepare transfer note for bank with respect to transferred officials allowances as per Head Office payment advice

ADMINISTER CASHFLOW PROCESS

- Compile annual cash flow projections in line with the approved budget to inform allocation of funds
- Monitor and report on monthly expenditure and report on gaps between projections and expenditure
- Prepare monthly expenditure plan based on projections
- Monitor bank balance

PROVIDING GENERAL FINANCIAL ADMINISTRATION AS WELL AS DOCUMENTATION AND MONITORING OF INTERNAL CONTROLS

- Monitor and control accounting processes and maintain records
- Perform internal audits of accounts payable, LRP payroll distribution and cash.
- Assist in providing follow-up and documentation of significant variances.
- Coordinate and resolves various issues with the bank such as cleared/non cleared payments, check differences, bank charges anomalies.
- Conform to and abide by all regulatory guidance and internal policies & procedures.
- HR support services:
 - Complete monthly salary slips
 - Complete yearly salary slips for tax purposes.
 - Check reimbursement claims to ensure that they are correct and in accordance with policy (admin code and financial regulations), and prepare for payment Maintain and updating HR records.
 - All necessary actions w.r.t. the Belgian Social Security
 - Calculate of monthly social security advances to be paid
 - Complete and submit compulsory quarterly entry form for the Social Security
 - Do the necessary submission to the Belgian Social Security w.r.t. new and leaving colleagues, colleagues on sick leave for more than 30 days etc.
 - Complete social documents for LRP's i.r.o. labour accidents, C4 etc.

FACILITATION AND COMPLETION MONTHLY AND ANNUAL CLOSURE PROCEDURES

- Prepare Monthly, Quarterly and Annual Expenditure Reports for annual financial statement.

- Review accounting documents to ensure accuracy of information and calculations and makes correcting entries.
- Assists in preparation of monthly expenditure reports and accompanying schedules, worksheets, including “Budget vs. Actual” variance reports

PETTY CASH DISBURSEMENTS AND REPLESHMENTS

- Check claims against allowances
- Create and keep records to verify transactions
- Safekeeping of cash/card and records

SUPERVISE ACCOUNTS CLERK

- Teamwork to get job done properly
- Assign work according to priorities
- Establish quality standards (effective, efficient and economic use of resources)
- Review work for accuracy

PERSONAL AND BEHAVIOURAL ATTRIBUTES

Adaptability, Insight, Conceptualisation, Analytical thinking, Actualisation, Sense of urgency, Initiative, Highly detail oriented and organized worker, Ability to meet assigned deadlines, and Confidentiality.

JOB SPECIFIC COMPETENCIES

- Math/calculator skills, Attention to detail, Analytical skills, Planning and organizational skills, Communication skills, Cooperation, Understanding the mission business plan Computer literacy, and Budgeting.

JOB KNOWLEDGE AND SKILL

- Good average working knowledge of the job is able to perform most tasks.
- Comprehensive knowledge of Policy & Practices.
- Ability to learn & apply new knowledge & information.
- Requires little direct supervision
- Knowledge of budgeting process
- Knowledge of relevant internal and Local Law regulating payments and benefits
- Translation and interpretation skills
- Supervision

OTHER REQUIREMENTS

- Relevant post-school qualification. PLUS 5-year experience in financial administration and supervisory capacity.
- Must be computer literate
- Fluency in English and proficiency in Dutch/French
- CV (Curriculum Vitae)
- Certified Copies of Qualifications

- Copy of an Identity Document
- Police Clearance Certificate

NB: ADDITIONAL BENEFITS:

- Vacation Bonus – in line with applicable Local Law
- 13th Month Cheque – In line with applicable Local Law
- Transport Allowance – In line with applicable Local Law
- Employer Contribution to Social Security

2. **JOB TITLE:** **ADMINISTRATOR OFFICER**
JOB LEVEL: **6**
ANNUAL SALARY: **39 051 – 71 179**
JOB SUMMARY: Reporting to the 1st Secretary: Administration, you will be required to timely and effectively coordinate office and administrative support in order that the mission operates efficiently.

SUPPLY CHAIN MANAGEMENT AND LOGISTICAL SUPPORT

- Administer all procurements and financial support to CS Manager and other stakeholders
- Provide Logistical support to CS Manager / Mission / other stakeholders
- Procurement of maintenance/leases/consumables
- Provide logistical support for events (Freedom Day) or delegations visiting Brussels
- Survey the local market for potential service providers
- Develop and maintain service providers database
- Always obtain a minimum of three quotations for procurements in line with relevant prescriptions
- Prepare documentation for the Procurement Committee
- Timely process orders according to specifications
- Quality control all ordered items, specifications quality and quantity verified upon delivery.
- Effective monitoring the usage of consumable stock and maintain the register
- Correct quantity and quality specified for purchases/orders in accordance with predetermined timeframes with Corporate Services Manager
- Effective use and control of expendable stock according to frequency issued and reported to Corporate Services Manager

LEASE AND STATE-OWNED PROPERTY MANAGEMENT

- Provide assistance on management of State Property
- Provide assistance on management of Leased Property
- Renovation and maintenance of state-owned assets and leased Property
- Supervision and planning of works, renovation and maintenance of state-owned assets
- Assist with IN/OUT transfers of transferred staff
- Provide assistance with house identification, rental contracts, real estate agents and municipality services (electricity, water, fire insurance, rental guaranty)
- Complete application forms for new lease agreements
- Issue Notice for rental contracts
- Handling Incoming & Outgoing expert reports
- Advice on suitable accommodation for newly appointed Diplomats

ADMINISTRATIVE, FINANCIAL AND TECHNICAL SUPPORT

- Conduct Financial Research support
- Provide projections and quotations for running or future planned projects for budget planning.

- Administer approval of payments and invoices relating to procurement of goods and services.
- Identify mission requirements in line with allocated functions.
- Timely purchases and delivery in compliance with regulations and contractual obligations
- Perform administrative, logistical and financial activities
- File, record and register administrative documents.

ASSET MANAGEMENT

- Capture, register, transfer, scan and update of assets on the Nettrace system
- Barcode New assets and forwarded to HO Asset Management Unit for capturing.
- Conduct asset verification for the chancery, official residences and transferred staff residences.
- Maintain the mission Fixed Asset Register for embassy (offices & residences)
- Identify Disposal of Assets

CONTRACTS ADMINISTRATION

- Prepare documentation for entering into new contracts or renewal of existing contract
- Maintain and keep contract register
- Monitor expiry dates of all contracts and inform management on time

INVENTORIES AND STOCK CONTROL, RECEIVING, PURCHASE AND REPAIR, CLEANING OR RESTORATION

- Find the most appropriate and cost-effective way of repairing and/or moving goods
- Prepare goods for dispatch
- Communicate with carriers such as road, rail, air and sea companies
- Prepare quotations and invoices
- Confirm transport arrangements
- Complete import/export or related documentation such as Bills of Lading
- Liaise with international freight forwarders to arrange pick up and delivery of goods
- Advise clients of the costs of transporting goods and of the arrangements that have been made
- Record movement and placement of goods while they are in transit
- Check incoming goods against documents
- Keep records of goods dispatched and received
- Clear goods through customs
- Arrange insurance for goods, and the payment of duties and taxes
- Receive and unpack incoming goods (ranging from office furniture and fittings to furniture and soft furnishings for the Official Residence/s)
- Check the quantity and quality of delivered goods
- Receive orders for goods
- Check that the correct goods are packed
- Send out goods for repairs, transfer of location or disposal
- Keep records of stocks and order forms
- Check invoices for goods and keep records up to date on a computer
- Answer written and telephone enquiries and complaints

- Select and monitor delivery, repair companies, other suppliers and liases with internal customers
- Check-in and check-out of all official residences when they move in or out of their homes.
- Reports on state and condition of home and inventories

SUPERVISE ADMIN CLERK

- Teamwork to get job done properly
- Assigning work according to priorities
- Establish quality standards (effective, efficient and economic use of resources)
- Review work for accuracy

PERSONAL AND BEHAVIORAL ATTRIBUTES

Adaptability, Insight, Conceptualisation, Analytical thinking, Actualisation, Sense of urgency, Initiative

JOB SPECIFIC COMPETENCIES

- Adhere to the Public and Finance Management Act (No. 1 of 1999) and Treasury regulations
- Knowledge of conventions and protocols (proper format for documents etc)
- Computer literacy (software and hardware) MSOffice™ suite of programmes such as MS Word, MS Excel, use of Internet search
- Telephone skills (technical and interpersonal)
- Operate and maintain office equipment skills (switchboard, fax, photocopier, scanner, printers & shredding)
- Driving skills
- Communication skills
- Language skills
- Translation and interpretation skills
- Project management skills
- Organising skills
- Controlling skills (resources, time)
- Time management skills (prioritising skills)
- Understanding the Mission's business plan
- Able to manage the function / department
- Mentors and coaches subordinates
- Apply safety and security housekeeping

JOB KNOWLEDGE AND SKILL

Has a good average working knowledge of the job is able to perform most tasks.

Has comprehensive knowledge of Policy & Practices.

Shows ability to learn & apply new knowledge & information.

Requires little direct supervision

OTHER REQUIREMENTS

- Relevant post-school qualification. PLUS 5-year experience in administration/procurement and supervisory capacity. Must be computer literate
- Fluency in English and proficiency in Dutch/French

- CV (Curriculum Vitae)
- Copies of Qualifications
- Copy of an Identity Document
- Police Clearance Certificate

NB: ADDITIONAL BENEFITS:

- Vacation Bonus – in line with applicable Local Law
- 13th Month Cheque – In line with applicable Local Law
- Transport Allowance – In line with applicable Local Law
- Employer Contribution to Social Security

3. **JOB TITLE:** **RECEPTIONIST**
 JOB LEVEL: **4**
 ANNUAL SALARY: **34 087 – 58 893**
 JOB SUMMARY: Reporting to the 3rd Secretary: Administration, you will be required to perform the following duties:

FRONT DESK SERVICES

- Welcome and admission of visitors following security and access procedures, keeping statistics of visitors and reasons for enquiry or visit, crowd management
- Message taking and document processing service (photocopying)
- Accept documentation, issue documents (i.e. handouts, travel magazines, literature and forms regarding customs queries). Apply security procedures.
- Directs or guides visitors to the appropriate officers or organisations for further consultations, promotes South Africa products, investments and as a tourist destination
- Tests alarm and monitoring systems
- Liase with security company guards to ensure that there is no unauthorised entry
- Report to senior guard regarding any irregularities
- Take action to improve own service delivery to meet or exceed service delivery standards; make recommendations to changes in work procedures; implement corrective action processes

CONSULAR SERVICES

- Direct and/or respond to telephone calls and emails enquiries in respect of Consular Services.
- Preparation of refunds and receipts of payments received.
- Assist with civic and Immigration services.
- Processes documentation (and fingerprinting if needed), recording of despatches leaving Mission
- Assist in distributing visa application forms to members of the public
- Assist in applying visa control numbers on application forms

ADMINISTRATION (20%)

- Assist with bookings of hotels, flights and transport
- Type letters and correspondences.
- Processing expenses sheets and invoices.
- Research and obtain quotes from companies for procurement.
- Develop and update administrative systems to make them more efficient.
- Receiving, sorting and distributing the post.
- Coordinating repairs to office equipment.
- Process medical claims, draft/copy and submit
- Keep contact with suppliers and update changes

RECORDS MANAGEMENT AND FILING (20%)

- Filing of documents (applications, completed registers, completed face value booklets, etc)
- Photocopying, scanning and binding of documents

- Maintain systematic, easy reference filing system

PERSONAL AND BEHAVIOURAL ATTRIBUTES

Adaptability, Insight, Conceptualisation, Analytical thinking, Actualisation, Sense of urgency, Initiative

JOB SPECIFIC COMPETENCIES

- Knowledge of conventions and protocols (proper format for documents etc)
- Understand, acceptance and apply the Batho Pele service delivery principle (e.g. courtesy, openness, transparency) in own day-to-day work; make excellence in service delivery a way of life.
- Telephone skills (technical and interpersonal), may have to handle verbal abuse and threatening callers
- Communication skills
- Language skills
- Understanding the Department of Foreign Affairs business
- Crowd management
- Public relations

OTHER REQUIREMENTS

- A minimum of 12 years schooling plus 2 years appropriate experience. Post school qualification in customer service or related will be an added advantage. Must be computer literate
- Fluency in English and proficiency Dutch/French
- CV (Curriculum Vitae)
- Copies of Qualifications
- Copy of an Identity Document
- Police Clearance Certificate

NB: ADDITIONAL BENEFITS:

- Vacation Bonus – in line with applicable Local Law
- 13th Month Cheque – In line with applicable Local Law
- Transport Allowance – In line with applicable Local Law
- Employer Contribution to Social Security

CLOSING DATE

Interested persons who meet the requirements are invited to submit their applications to vacancies@southafrica.be by **28 FEBRUARY 2025 as indicated below- Applications received after the closing date will not be considered.**

For attention: Ms Lilly Monene : Corporate Services

Copy to: Mr Kajenthren Moodley: Corporate Services
Ms Babalwa Mateta: Corporate Services

Please only use this electronic address for applications: vacancies@southafrica.be