

*South African Embassy to Belgium, Luxembourg
and Mission to the European Union*

*Ambassade d'Afrique du Sud en Belgique,
Luxembourg et Mission auprès de l'Union
Européenne*

Rue Montoyer 17-19
1000 BRUXELLES
Tel: 02-285 44 00



*Zuid-Afrikaanse Ambassade in Belgie,
Luxembourg en Missie bij de Europese Unie*

Montoyerstraat 17-19
1000 BRUSSEL
Tel: 02-285 44 00

**EXTERNAL RE - ADVERTISEMENT FOR THE SOUTH AFRICAN EMBASSY IN
BRUSSELS: BELGIUM ON A TWO-YEARS CONTRACT**

Address: 17-19 Rue Montoyer, 1000 Brussels

JOB TITLE: SECRETARY
JOB LEVEL: 5
ANNUAL SALARY: 37194 - 64208

Reference: BRU

UNIQUE RESPONSIBILITIES

PERFORMING SECRETARIAL DUTIES

- Arranging appointments for the CSM, for example with hotels, CSM's at other Embassies – keep electronical diary updated
- Draft routine letters, documents, memoranda and routine Note Verbale
- Ensures document storage and retrieval
- Interpret at meetings and translate documents to English
- Screen telephone calls
- Makes travel and accommodation arrangements for delegations ensuring effective time management, up to date itinerary when applicable, meets specific requirements.
- Prepare claims such as medical, entertainment etc

HUMAN RESOURCES ADMINISTRATION

- Leave administration - Keeping record of Leave for LRP's and Transferred Staff – informing daily LRP's about leave credits.
- Completion of LRP Leave bonuses and Liability reports
- Advice on the application of Belgian Leave Policy

PERFORM ADMINISTRATIVE AND CLERICAL FUNCTIONS

- Organised flow of clerical and administrative processes
Retrieves, opens, sorts, and distributes mail – follow-up reminders
- Forax – Managing petrol cards official cars via website Forax
- Keep record of out-going Verbal note numbers
- School fees – completing school basket
- Completing Optical and dental limits form
- Prepare relevant month-end reports
- Monthly follow-up logbook official cars
- Administer VAT-refunds and monthly reconciliation

PROVIDE PROTOCOL SERVICES

- Liaise between the Embassy and Protocol
- Protocol – 1) applying Diplomatic ID & follow-up expiring ID 2) applying CD-numberplate 3) Delegation signatures 4) document customs selling car (see protocol guide)

PERSONAL AND BEHAVIOURAL ATTRIBUTES

- Self-starter, attention to detail, assertive, manages time, problem solving, organisational skills, stress tolerance and conflict handling, works with cultural diversity, sociable, initiative, teamwork, mentors and coaches' subordinates

JOB SPECIFIC COMPETENCIES

- Compliant with Protocol policies and procedures,
- Computer literacy MS Office, MS Word, MS Excell used of Internet search.
- Good command of Dutch, English and French – written and oral
- Telephone etiquette
- Basic accountancy
- Translation and interpretation skills
- Knowledge of Belgian Leave System

APPLICATION REQUIREMENTS

- A minimum of 12 years schooling PLUS at least a one-year Secretarial Diploma/Certificate
- A minimum of 3 years' experience as a secretary or general office administration.
- Must be computer literate
- Comprehensive CV
- Certified copies of Qualifications
- Copy of Identity Card
- Police Clearance
- **All application documents to be submitted in English**

NB: ADDITIONAL BENEFITS

- Vacation Bonus – in line with applicable Local Law
- 13th 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 and CV's to vacancies@southafrica.be by the closing date of **27 June 2025** as follows:

For attention: Ms Lilly Monene: Corporate Services
Copy to : Mr Kajenthiran Moodley : Corporate Services
Ms Princess Mateta : Corporate Services

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

NO LATE APPLICATIONS WILL BE CONSIDERED