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Consulate of the Republic of Zimbabwe
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Republic of South Africa

08 February 2024

VACANCY NOTICE



The Consulate is inviting applications for the following vacancies that have arisen within the organisation:

POSITION: 10X CASUAL CONSULAR CLERKS

CONTRACT TYPE: TEMPORARY

DURATION: 3 MONTHS

Job Description

Facilitating the processing of identity documents i.e, passports, birth certificates among others.

QUALIFICATIONS AND EXPERIENCE

- Minimum of five (5) Ordinary Level subjects or Matric, including English Language.
- Knowledge of Shona and Ndebele languages will be an added advantage.
- **One year working experience is desirable.**
- Valid South African Work permit.

Competencies and skills

- Ability to work under pressure
- Good communication and interpersonal skills
- Proficiency in computer skills and Microsoft office

AGE:

- The applicants should be thirty years (35) or below.

Duty Station: Consulate of the Republic of Zimbabwe in Johannesburg

Salary will be disclosed to shortlisted candidate.

Application Process: Applications accompanied by CV's and certified copies academic certificates, South African Work permit and passport page with personal details should be submitted via the following email: consulatevacancypost@gmail.com no later than end of day 12 February 2024.

Successful candidates should be available to commence work immediately.



E. Phiri
Consul General

