



South African High Commission: UGANDA

Plot 15 A Nakasero Road, P.O.Box 22667, Kampala, Tel: +256 (0) 417 702 100

JOB OPPORTUNITY

POST NAME: RECEPTIONIST/TELEPHONIST (1 POST)

REFERENCE NUMBER – KAPP2004

LRP Scale: LRP 4

Requirements:

- A minimum of 13 years schooling
- 2 year's appropriate experience
- Computer literate.

Competencies:

- Telephone skills (technical and interpersonal)
- Language skills (Working knowledge of English and Ugandan languages)

Duties:

- Switchboard and Reception
- Screen, admit and welcome visitors
- Consular tasks
- Assist with the rendering of other tasks as required by the Supervisor

Fringe benefits:

- Market related salary
- Additional Benefits: 13th Cheque/ Christmas Bonus, Contribution to Pension and Medical cover

APPLICATIONS:

- Please forward your application to the e-mail address indicated in the advertisement, quoting the reference number or post name in the subject line in.

CLOSING DATE: 21 January 2022 -

Applications received after the closing date will not be considered.

NOTES:

- Applications must be submitted on form Annexure D Ch 3 (IIC) (duly completed and hand signed) obtainable from the website of the High Commission.
- Applications should be accompanied by a comprehensive CV and copies of qualifications and identity document or any other relevant documents.
- All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications.
- The High Commission reserves the right not to make appointments.
- Correspondence will be limited to short-listed candidates only. If you have not been contacted within two (2) months after the closing date of this advertisement, please accept that your application was unsuccessful.

All applicants will be subjected to security clearance processes, qualification verification and other assessment processes.

Applications:

Please e-mail your application to **kampala.sahc@dirco.gov.za** . Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.
Enquiries: **mpyak@dirco.gov.za**



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JOB OPPORTUNITY

POST NAME: MESSENGER / DRIVER (1 POST)

REFERENCE NUMBER – KAPP2008

LRP Scale: LRP 3

Requirements:

- A minimum of 10 years schooling
- 2 year's appropriate experience
- Must have valid local driver's licence

Job description / Duties

- Perform driving duties
- Transport other authorised and official passengers
- Ensure proper maintenance of State vehicle
- Assist with freight clearances
- Managing incoming and outgoing mails
- General administration of office duties

Fringe benefits:

- Market related salary
- Additional Benefits: 13th Cheque/ Christmas Bonus, Contribution to Pension and Medical cover

APPLICATIONS:

- Please forward your application to the e-mail address indicated in the advertisement, quoting the reference number or post name in the subject line in order to receive an acknowledgement.

CLOSING DATE: 28 January 2022 -
Applications received after the closing date will not be considered.

NOTES:

- Applications must be submitted on form Annexure D Ch 3 (III C) (duly completed and hand signed) obtainable from the website of the High Commission.
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Applications:

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Enquiries: **mpyak@dirco.gov.za**