



SOUTH AFRICAN CONSULATE GENERAL
IN HONG KONG SAR, PRC
(Also accredited to MACAO SAR, PRC)

南非駐香港總領事館
(領區包括澳門)

Suites 1906-8, 19/F, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong
香港灣仔港灣道18號中環廣場19字樓1906-8室
Tel 電話 : (852) 3926 4300 Fax 傳真 : (852) 2890 1975

ADVERTISEMENT OF THE POST OF SOCIAL SECRETARY

JUNE 2023

Requirements:

- A minimum of 12 years schooling with completion of at least a one year Secretarial
- Diploma/Certificate plus a minimum of 3 years experience as a secretary, typist, receptionist or clerk with word processing knowledge and skills
- English would be an added advantage.
- South Africans are encouraged to apply and would be given a preference.

JOB SPECIFIC COMPETENCIES & SKILLS

1. Cultural sensitivity skills
2. Compliant with Protocol policies and procedures, e.g. how to seat guests at an official table
3. Maintaining confidences – e.g. intended visits for the SA President and/or SA Ministers
4. Knowledge of basic filing systems and references
5. Knowledge of correspondence procedures
6. Computer literacy - MSOffice™ suite of programmes such as MS Word, MS Excel, use of Internet search
7. Good command of English – written, read and speaking (oral)
8. Numeracy
9. Telephone etiquette
10. Basic accountancy
11. Bi or Trilingual
12. Translation and interpretation skills
13. Managing stationery and consumables
14. Able to speak, read and write in Cantonese or Chinese

MAIN RESPONSIBILITIES OF THE JOB: SOCIAL SECRETARY

1. UNIQUE RESPONSIBILITIES

1.1 KEY RESULTS AREAS

KRA 1: Assisting with the organisation and co-ordination of social events

Outcome:

Well-organised social events that are within budget

1. Prepares for upcoming social events, maintains the official social obligations calendar and schedule for the Head of Mission's spouse
2. Confirms format of event
3. Completes and timeously prepares and implemented guest lists
4. Designs table plan, menus and place cards
5. Meets and welcomes guests
6. Collates accounts after social events and ensures that claims for payment are made
7. Prepares and serves refreshments (at the office)

KRA 2: PROTOCOL COORDINATOR AND RELATIONSHIP BUILDING

Outcome:

Nurtured relationships, acts as the Mission's contact person in respect of protocol matters, established contacts with the Ministries and key government functionaries

1. Co-ordinates and updates diplomatic lists, informs MFS of events taking place in South Africa where the host country may be involved
2. Advises all accredited Diplomatic Missions when the Head of the Mission leaves his country of accreditation
3. Arranges courtesy calls and farewell calls upon arrival or departure of the Head of Mission
4. Solicits support for candidates at multilateral level
5. Takes care of Head of Mission personal affairs, e.g. children's school matters

KRA 3: PERFORMING SECRETARIAL DUTIES

Outcome:

Processed events in respect of extensive entertainment obligations

1. Arranging and scheduling of appointments, tracks events and updates engagement schedules, attends to invitations sent to Head of Mission, keeps electronic diary updated
2. Updates Head of Mission contact lists
3. Drafts routine letters, invitation types unclassified reports and official correspondence from dictation according the standards and formats set
4. Ensures document storage and retrieval
5. Makes travel and accommodation arrangements ensuring effective time management, up to date itinerary when applicable, meets the specific requirements
6. Prepares travel expense and entertainment claims. Compiles simple spreadsheets
7. Proofreads documents and speeches
8. Prepares and distributes various document files for working group meetings, e.g. NAM
9. Interprets at meetings
10. Screens telephone calls - redirect appropriately, maintain composure (e.g. with irate callers) concise, accurate and timeous messages are taken
11. Reviews and redirects unclassified correspondence
12. Ensures the security of the office, custodian of information in the office
13. May be called upon to fill in for Political Secretary
14. Prepares routine Note Verbale

KRA 4: ASSISTING WITH THE LOGISTICS FOR CONFERENCES, SUMMITS, ETC

Outcome:

Managed projects

1. Forwards image building material to HOM's contacts – promoting South Africa
2. Liaises with catering departments and labour hire organisations
3. Schedules catering requirements
4. Finalises invitations and guest lists
5. Orders equipment and supplies for residence

KRA 5: ASSISTING WITH ALL ADMINISTRATIVE AND CLERICAL FUNCTIONS

Outcome:

Organised flow of clerical and administrative processes

1. Document and correspondence storage and retrieval
2. Processes photocopies and franks mail
3. Receives, opens, sorts and distributes mail, sends and receives faxes
4. Prepares official and staff related documents such as resident staff salary statements, duty free documents
5. Relief service to Receptionist or Switchboard Operator
6. Maintains register of gifts

PACKAGE

Annual Salary: Post Number: HOKP1001

-Entry level of HK\$ 174,023 per annum.

Note: South Africans are encouraged to apply for this post as they will be given a preference.

Fringe Benefits:

Annual Bonus:

A bonus of 1/12 of the LRP's annual basic salary is payable to all LRP in December of each year.

Prudential General Insurance Hong Kong Limited (Group Medical Insurance):

LRP are members to this Medical Aid Scheme and the Employer contributes 100% membership fees to the Scheme (since 2014).

Pension Fund:

LRP employed before the inception of the Mandatory Provident Funds are members to the Prudential Provident Fund and new LRP have an option to belong to either the Mandatory Provident Fund or Prudential Provident Fund. The contributions to the above-mentioned Funds are as follows:

Employee's contribution: 5% of monthly salary

Employers' contribution: 5% of monthly salary.

The application should include the following:

- CV including three references
- Copies of certificate from previous employer
- Original qualification certificates
- Original Birth certificate and identification documents

Please submit your application on or before 23 June 2023 before 12H00 to:

South African Consulate General

Suites 1906-8, 19th Floor, Central Plaza

18 Harbour Road, Wan Chai

Hong Kong

Attention: Mr RM Chabalala, Consul: Administration

