



EMBASSY OF THE REPUBLIC OF SOUTH AFRICA
TEHRAN

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12 May 2021

INTERNAL & EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

Post Name : **Senior Domestic worker/Qualified Cook**

Post Level : **LRP1**

Additional Benefits : Annual Bonus; Medical Aid and Pension Fund, Meal Allowance

Basic Responsibilities :

- ✓ To prepare and cook for official functions
- ✓ Preparing and cooking for daily for the residence family
- ✓ Ability to cook a variety of dishes
- ✓ High standards of personal and general hygiene
- ✓ Respect of privacy and confidentiality
- ✓ Must be willing to sign a contract of employment and performance agreement
- ✓ Assist with cleaning of the Official Residence as and when required
- ✓ Official working hours will be determined by the Head of Mission

Minimum Qualifications:

- ✓ A minimum of 5 years schooling PLUS three years of cooking experience;
- ✓ Ability to work under extreme pressure;
- ✓ Ability to work overtime when required;
- ✓ Good interpersonal skills;
- ✓ Must have good communication skills and proficiency in
- ✓ English (i.e speak, read & write); take/make telephone calls when necessary

Application Procedures: Interested applicant should submit their application letters in English, accompanied by:

- A comprehensive CV;
- Certified copies of all qualifications (Original will be requested from short listed candidates during an interview);
- Certified copy of identity card or passport data page;
- Proof of marital status
- Medical /Health Questionnaires
- Police Clearance Certificate
- References/Service certificate from previous employers

Please note:

Applications and relevant documents must be handed in at the South African Embassy for the attention of the Corporate Service Manager.

All documents must be translated into English.

Foreign and South African citizens with a valid work permit may apply.

Selection Process

Please note that the Embassy of South Africa will contact and invite **only** the short-listed candidates for an interview.

Closing Date &Time

21 May 2021 (11h00)