



EMBASSY OF REPUBLIC OF SOUTH AFRICA  
IN THE ISLAMIC REPUBLIC OF IRAN, TEHRAN

سفارت جمهوری آفریقای جنوبی در  
جمهوری اسلامی ایران ، تهران

Advertisement for the Position of Receptionist

BY South African Embassy in Tehran: PUBLISHED 23 April 2023

Internal advertisement:

Post Name : Receptionist  
Post Level : Depending on the qualification and experience  
Additional Benefits : Annual bonus; medical aid and pension  
fund.

**Basic Responsibilities** :

Welcome and admit visitors (register them on visitors register book)

Answering of telephone calls

Receive parcels, letters, dipbag and keep records thereof

Monitoring CCTV

Prepare procurements and purchase orders

Arranging hotel/flights bookings

Sourcing of quotations and new service providers and register them on the database of the Embassy

Assist with interpretation when requested

Participating in different duties/arrangements of the Embassy upon request

**Minimum Qualifications:**

A minimum of 12 schooling PLUS experience as a receptionist/administration;

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

Proof of marital status

Medical /Health Questionnaire

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 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

29 May 2022 (11h00)

