



Consulate General of India

The Terraces, 8th floor,
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Recruitment for the post of Social Secretary cum Marketing Assistant

The Consulate General of India, Cape Town, invites applications from suitable candidates for position of Social Secretary cum Marketing Assistant.

Responsibilities and Duties:

- To undertake various tasks such as liaising with diplomatic Missions in South Africa, Ministries/Departments of the South African government, cultural groups and social and representational activities.
- Provide Secretarial assistance, maintain and schedule appointments.
- Disseminate information to the print and electronic media on government policies, programmes, initiatives and achievements.
- Accord necessary support and assistance in planning, managing and executive official events/functions in the Post.
- Manage Social Media campaigns and expand Consulate's outreach efforts.
- Organising Press Conferences, Press Briefings, Press Releases etc.
- Administrative functions related to Press and Information.
- Thrust on handling social media activities and audio-visual systems.
- Handling timely correspondences and communications.
- Any other tasks that may be assigned from time to time.

Candidates fulfilling the following requirements are welcome to apply:

1.	Educational qualifications	Minimum bachelor's degree.
2.	Language proficiency	Fluent in English (written and spoken), Afrikaans.
3.	Experience	Preferably 2 years of work experience, work experience in public dealing and social outreach is highly preferred.
4.	Soft skills	<ul style="list-style-type: none">• Dedication and flexibility, Technical understanding and service oriented.• Demonstrate creativity in Social Media tools and applications.• Analytical and structured way of working with high level of reliability and proactive approach.• Communicative and friendly personality with team spirit and intercultural competence.• Ability to multitask and handle workload on schedule.
5.	Computer skills	Proficient in Microsoft office-based applications and social media applications.
6.	Age	Preferably between 25 and 40 years, as on 01.06.2022

Last Date:

Interested candidates are invited to send their complete resume with copies of certificates and a latest photograph by 20th March 2022.

Email to: office@hcict.org.za

Benefits:

- No medical aid and pension fund.
- Annual Bonus equivalent to one month salary.
- Starting salary: R12, 350 per month (Basic Pay).

Only shortlisted candidates would be required to attend the interview at the above address.
