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Consulate of the Republic of Zimbabwe  
P O Box 61736  
Marshalltown  
2107  
Johannesburg  
Republic of South Africa



**18 August 2023**

## **VACANCY NOTICE**

The Consulate is inviting applications to fill the following vacancy that has arisen within the organisation:

**POSITION: 1X CONSULAR CLERK**

**Contract Type: PERMANENT**

### **Job Description**

- Ensuring smooth flow of traffic of clients from arrival to the final processing stage.
- Issuing of application forms (birth, passport forms etc).
- Verification of application documents.
- Typing and processing all consular letters (ETDs, Non marriage letters, Driver's licences, confirmation letters etc).
- Processing applications for repatriation clearances of deceased Zimbabwe nationals.
- Identification for deportations of Zimbabwe nationals in Prisons and holding facilities.
- Responding to consular enquiries.
- Data capturing and statistics.
- Assist with Visa applications and Diplomatic passports.
- Any other duties assigned by authorities from time to time.

### **QUALIFICATIONS AND EXPERIENCE**

- Minimum of five (5) Ordinary Level subjects or Matric, including English Language.

- Tertiary level qualification in Social Sciences will be an added advantage.
- Knowledge of Shona and Ndebele languages a **MUST**.
- **One year** working experience.
- Valid South African Work permit is a **MUST** (preferably South African Permanent Residence Permit or South African Citizenship).

### **Competencies and skills**

- Ability to work under pressure
- Good communication and interpersonal skills
- Strong organizational Skills
- High computer literacy

### **AGE:**

- The applicants should be thirty years (30) and below.

**Duty Station:** Consulate of the Republic of Zimbabwe in Johannesburg  
(13A Boeing Road West, Bedfordview, Johannesburg)

**Salary will be disclosed to shortlisted candidate.**

**Application Process:** Applications accompanied by **CV's and certified copies academic certificates, South African Work permit and passport page with personal details** should be submitted via the following email: **consulatevacancypost@gmail.com** no later than **midday 01 September 2023.**

Successful candidates should be available to commence work immediately.



E. Phiri  
**Consul General**

