

# EXTERNAL VACANCY ANNOUNCEMENT

The South African Embassy in Addis Ababa invites Applicants for the following position:

## 1. Post Description: Information Officer/Translator (LRP 7 ADDP1301)

### REQUIREMENTS FOR THE POST OF INFORMATION OFFICER/TRANSLATOR

A post-school qualification in Journalism, related or similar, with English and Amharic as main subjects plus 5 years experience as Information Officer or Journalist. . The candidate must have be able to indicate the following:

- Excellent communication skills, including English, both oral and written
- Computer literacy and Internet competence
- Analytical skills
- Knowledge of issues relating to South Africa and its foreign policy
- Be able to work under pressure and possible long hours
- Team player and good interpersonal skills

### Main tasks

- Management of stake-holder relations.
- Translation of the written word
- Interpretation of the spoken word
- Identified trends and relevant issues which are influencing or could have an effect on South Africa and its image abroad, in all spheres of life – political, social, economic, cultural etc.
- Monitoring of local information services such as newspaper reports and television broadcasts
- Conducts research and collects data, scans newspapers, radio, internet, and television broadcasts and prepares synopsis for mission reports
- Event organisation
- To perform corporate library/archive; perform related work such as subject referencing, indexing, cataloguing, and collection management.
- Sourcing and supplying information to ensure that the enquiring public is well informed about South Africa

### Applications

Interested applicants should submit their application, clearly marked envelop indicating the post applied in a sealed envelope which includes:

**Application, Curriculum Vitae, Copies of certificates and other supporting documentation and Copy of identity card or passport data page**

**Please not if all of these are not included, then your application will be disqualified.**

**Closing Date &Time 16 February 2023 (17h00)**

**Applications must be addressed to:**

**South African Embassy**

**Minister: Administration**

**Application for Advertised Post**

**Addis Ababa**

**Only short-listed candidates will be contacted. Applications that do not meet the minimum requirements will not be considered. Successful candidate will be subject to probation period and security clearance.**