



CONSULATE OF THE REPUBLIC OF NAMIBIA IN LUBUMBASHI CONSULAT DE LA RÉPUBLIQUE DE NAMIBIE À LUBUMBASHI

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8 Avenue Des Roches,
Golf
Lubumbashi
Democratic Republic of Congo

31 May 2024

VACANCY ADVERTISEMENT

The Consulate of the Republic of Namibia in Lubumbashi is inviting applications to apply for the vacant positions as indicated below.

- I. Applications must be accompanied by:
 - a comprehensive curriculum vitae,
 - certified copies of education qualifications, certification to be no older than 3 months
 - three (3) months police clearance by the Police of the Democratic Republic of Congo
- II. Full citizen of the Democratic Republic of Congo or permanent resident of the Democratic Republic of Congo.
- III. A separate application must be submitted for each post applied for and position applied for must be clearly indicated on each application.
- IV. Applications must be addressed to the Consulate of the Republic of Namibia and hand delivered to the Consulate under the subject: application for (the position applied for).
- V. **Closing date is 30 June 2024 no late applications will be accepted.**

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Job Position: Financial Administration Assistant

The Consulate of the Republic of Namibia in Lubumbashi is inviting applications for hiring of Financial Administration Assistant

Job Description:

- Efficiently assist with financial management of the Consulate.
- Assist with payments and preparation of financial returns.
- Assist with Consular matters.
- Provides translation of relevant and/ or miscellaneous correspondences.
- Assist with the provision of protocol services.
- Supervise the work of all local contractors and or suppliers contracted or hired by the Consulate to perform duties or supply goods and submit weekly reports to the Second Secretary.
- Assisting the Second Secretary in supervising the local staff members in the daily performances.
- General upkeep of the rented/owned properties of the Consulate.
- Responsible for the up keeping of the inventory register.
- Verify the accuracy of all claims on suppliers and utilities before effecting payments.
- Coordinates travel arrangements as needed.
- Provide general administrative support.
- Respond to enquiries from customers.
- Support the mission, vision and core values of the Consulate.
- Responsible for the filling of the finance documents.
- Observe a dress code that is appropriate of his/her duties.
- Any other duties as may be assigned from time to time by supervisors.

Essential Qualifications:

Educational: Bachelor's 3-year Degree or Diploma in Accounting, Economics, Business Administration Field.

Language proficiency: Excellent English and French language skills- both written and spoken.

Computer skills: Proficient in MS Office and IT skills including creating presentations and preparing excel sheets.

Experience: 2 years' experience as Administrator Assistant.

Soft Skills:

- The Ability to work on multiple task simultaneously and achieve deadlines under pressure as well as handle increased workload beyond job description.
- Supervision and Communication skills as well as intercultural competence.
- Driver's license with minimum 2 years driving experience.

Location: Lubumbashi

Number of vacancy: 1

Starting Salary (USD): Starting pay: USD 7200.00 excluding allowances (per annum annum gross pay), adjusted based on salary increment received by the Mission. The Consulate will also pay the employer share of DRC Social Security package.

Note : Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in good physical and mental health, and not having any communicable illness.



Vacancy Advertisement

Position of Receptionist in the Consulate of the Republic of Namibia

The Consulate of the Republic of Namibia in Lubumbashi is inviting applications for hiring of Receptionist.

Job Position: Receptionist

Job Description:

The duties will include handling all calls to the Consulate and this may include advising potential travellers on visa requirements and documents that need to be attached to the various application forms.

- Serving as the Consulate receptionist, answering calls and emails/ queries from members of the public.
- Receiving visitors/guest/members professionally, determining the nature and purpose of the visit.
- Schedule appointments, maintain & update calendars, reminding respective personnel of the appointments.
- Dealing with consular matters.
- Create and print fax sheets, memos, mail, reports and other documents.
- Support the mission, vision and core values of the Consulate.
- Assist with Admin tasks as needed.
- Assist with typing of unclassified materials
- Receives, register and sign off all incoming mails and submit them to the next echelon.
- Assist the second secretary with visa enquiries, application as well as with dispensing of general information to the public as may require.
- Maintains the victors register and compiling quarterly statistics for reports

Essential Qualifications:

Educational:

- Grade 12/High School diploma or equivalent thereof
- A diploma in Office Administration or Office Management will be an added advantage.

Language proficiency: Excellent English and French language skills- both written and spoken.

Computer skills: Proficient in MS Office and IT skills including creating presentations and preparing excel sheets.

Experience: 2 year working experience in Office management.

Soft Skills:

- The Ability to work on multiple task simultaneously and achieve deadlines under pressure as well as handle increased workload beyond job description.
- Successful candidate should have some knowledge about Namibia
- Ability to build positive relationships with a high level of interpersonal skills.
- Observes the Traditional Code of Conducts of professionalism such as secrecy, efficiency, tidiness, courtesy etc
- Dependable and punctual.
- Excellent communication skills and business language.

Number of vacancy: 1

Starting Salary (USD): Starting pay: USD 6000.00 excluding allowances (per annum annum gross pay), adjusted based on salary increment received by the Mission. The Consulate will also pay the employer share of DRC Social Security package.

Note : Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in good physical and mental health, and not having any communicable illness.



Vacancy Advertisement

Position of Cleaner in the Consulate of the Republic of Namibia

The Consulate of the Republic of Namibia in Lubumbashi is inviting applications for hiring of Cleaner

Job Position: Cleaner

Job Description:

- Responsible for keeping the Consulate, surrounding and compound clean, both at the Chancery as well as at the Official Residence.
- Maintain of the Garden both at the Chancery as well as at the Official Residence
- Greet visitors/guest/members professionally, determining the nature and purpose of the visit.
- Performing the laundry and ironing both Chancery and at the Official Residence.
- Be able to cook when directed so by the supervisor.
- Observe a dress code that is appropriate of his/her duties.
- Any other duties as may be assigned from time to time by supervisors.

Essential Qualifications:

Educational: Grade 12/High School diploma or equivalent thereof

Language proficiency: Excellent French language skills- both written and spoken. Must have a basic understanding of English language to understand instruction.

Experience: 3 years appropriate experience with references.

Soft Skills:

- Ability to build positive relationships with a high level of interpersonal skills.
- Excellent talent to interact with people in a positive and courteous manner.
- The Ability to work on multiple task simultaneously and achieve deadlines under pressure
- Dependable and punctual.

Number of vacancy: 1

Starting Salary (USD): Starting pay: USD 2400.00 excluding allowances (per annum annum gross pay), adjusted based on salary increment received by the Mission. The Consulate will also pay the employer share of DRC Social Security package.

Note : Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in good physical and mental health, and not having any communicable illness.

Vacancy Advertisement

Position of Translator in the Consulate of the Republic of Namibia

The Consulate of the Republic of Namibia in Lubumbashi is inviting applications for hiring of Translator

Job Position: Translator

Job Description:

- Must be knowledgeable and keep informed about Political, Economic, Social and Cultural Developments within the Democratic Republic of Congo.
- Daily reporting on current security issues
- Review and translate newspapers editions
- Review and translate constitutions and labour law
- Assist with Consular matters.
- Provides translation of relevant and/ or miscellaneous correspondences from English to French and Vice versa.
- Assist with the provision of protocol services.
- To serve as the Interpreter of the Consul General or any other officer of the Consulate to official functions and meetings.
- Produce minutes of meetings where he/she affected translation /interpretation.
- Coordinates travel arrangements as needed.
- Provide daily short summaries on daily news as they appear in the local news and printed media.
- Monitors and liaise when so directed with the local media.
- Provide general administrative support.
- Respond to enquiries from customers.
- Support the mission, vision and core values of the Consulate.
- Any other duties as may be assigned from time to time by supervisors.

Essential Qualifications:

Educational:

- 3-year Degree/ Diploma in Political Science, Law or Economics Field.
- A certificate in translation from the recognized institution.

Language proficiency: Excellent French language skills- both written and spoken. Must have a basic understanding of English language to understand instruction.



Experience

- 3 years working experience as a Translator.
- Proficient in MS Office suite, Email, Internet and Excel
- 2 years valid Driver's license

Soft Skills:

- Ability to build positive relationships with a high level of interpersonal skills. Be polite and courteous at all times
- Excellent talent to interact with people in a positive and courteous manner.
- The Ability to work on multiple task simultaneously and achieve deadlines under pressure
- Dependable and punctual.
- Observe a dress code that is appropriate of his/her duties.
- The Ability to work on multiple task simultaneously and achieve deadlines under pressure.
- Requires strong communication skills, both verbal and written.

Number of vacancy: 1

Starting Salary (USD): Starting pay: USD 8400.00 excluding allowances (per annum annum gross pay), adjusted based on salary increment received by the Mission. The Consulate will also pay the employer share of DRC Social Security package.

Note : Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in good physical and mental health, and not having any communicable illness.

Vacancy Advertisement

Position of Chauffeur/ Driver in the Consulate of the Republic of Namibia

The Consulate of the Republic of Namibia in Lubumbashi is inviting applications for hiring of Chauffeur/ Driver

Job Position: **Chauffeur/ Driver**

Job Description:

- Observe a dress code that is appropriate of his/her duties.
- Responsible for the vehicles, cleaning, fuelling and checking on water and oils levels.
- Maintains a daily logbook.
- Notify the Second Secretary when vehicles are due for service and insurance renewals is due.
- Report all accidents involving the Consulate vehicles to the Second Secretary.
- Observe all traffic regulations.
- Responsible of the Protocol duties when transporting the Consul General, delegates and Home based staff to official functions.
- Any other duties as may be assigned from time to time by supervisors.

Essential Qualifications:

Educational: Grade 12/High School diploma or equivalent thereof.

Language proficiency: Excellent French language skills- both written and spoken. Must have a basic understanding of English language to understand instruction.

Experience: 3 years driving experience with refence

Soft Skills:

- Good knowledge about the map of the cities and location of various institutions.
- Ability to build positive relationships with a high level of interpersonal skills. Be polite and courteous at all times
- Excellent talent to interact with people in a positive and courteous manner.
- The Ability to work on multiple task simultaneously and achieve deadlines under pressure
- Dependable and punctual.
- Observe a dress code that is appropriate of his/her duties.
- Requires strong communication skills, both verbal and written

Number of vacancy: 1

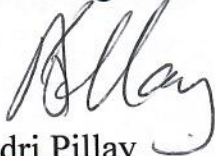
Starting Salary (USD): Starting pay: USD 3000.00 excluding allowances (per annum annum gross pay), adjusted based on salary increment received by the Mission. The Consulate will also pay the employer share of DRC Social Security package.

Note : Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in good physical and mental health, and not having any communicable illness.

Please note, all applications should be hand delivered to the Consulate situated in No 8 Avenue Des Roches, Golf Fina, Lubumbashi.

For querrries: please contact the Consulate on: lubumbashi@mirco.gov.na or 0858 968 371.

Kind Regards,



Adri Pillay
Charge d' Affaires

