

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 19 December 2025. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Driver's license as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, and the other must be an Integrity (Ethical Conduct) Assessment. All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest; DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 44/71** : **DEPUTY DIRECTOR: FRENCH TRANSLATOR/ INTERPRETER AND TRAINER**
Branch: Diplomatic Training, Research & Development
Directorate: Language Services & Training
- SALARY** : R896 436 per annum (Level 11). This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate undergraduate qualification (NQF 7) with French as major subject At least 3-5 years of experience as a French / English Translation / Interpreter and French language trainer. Diploma or Certificate in translation and interpreting South African citizenship Competencies: Fluency in French French writing skills Knowledge and skills of language teaching and language proficiency assessment Knowledge of global trends in teaching French as a foreign language Ability to interpret and translate Advanced level of computer literacy The use of technology in language training The design of digital material for French language training Experience with French e-learning platforms Excellent administrative skills Knowledge of South Africa's foreign policy Leadership and management skills Inter-personal skills Client orientation and customer focus Problem solving skills.
- DUTIES** : Provide and facilitate translation services in French for DIRCO and the Presidency Provide and facilitate liaison interpreting services in French for DIRCO and the Presidency Manage and provide language training in French for DIRCO and Partner Departments Manage the overall performance of the

		Sub-Directorate and participate in corporate governance Manage financial resources Manage human resources Manage Planning Monitor and Evaluate Participate in corporate governance.
<u>ENQUIRIES</u>	:	Ms J Moepya Tel No: (012) 301 8754
<u>APPLICATIONS</u>	:	Please e-mail your application to ddfrench25@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail to receive an acknowledgement.
<u>NOTE</u>	:	Candidates should be prepared to present a 10-minute mock beginner lesson and short translation from French to English.
<u>POST 44/72</u>	:	<u>ASSISTANT DIRECTOR: ENGLISH LANGUAGE TRAINER</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate NQF 7 qualification with English as major subject At least 3 – 5 years' experience in Adult English language training Assessor and Moderator Certificate serve as an advantage Competencies: Advanced online computer literacy (MS Package) Good communication skills Understanding of diplomacy and protocol Planning, co-ordination and organising skills Problem-solving skills Sound interpersonal relations Client orientation and customer focus The ability to work as a team member.
<u>DUTIES</u>	:	Train English to DIRCO officials Design training courses in English for the Directorate: Language Training Convert language trainers' course material into electronic training programmes Design, co-ordinate and execute assessments for language training Engage with South African and Foreign Diplomats.
<u>ENQUIRIES</u>	:	Ms J Moepya Tel No: (012) 301 8754
<u>APPLICATIONS</u>	:	Please e-mail your application to asdeng25@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail to receive an acknowledgement.
<u>NOTE</u>	:	Candidates should be prepared to present a 10-minute mock-lesson on a prescribed topic.
<u>POST 44/73</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an NQF level 6 or equivalent qualification in Behavioural Sciences (Social Work / Psychology / Employee Assistance Programme) At least 3 - 5 years' experience in the field of Employee Health and Wellness Registration with the relevant professional body / Health Professions Council of South Africa (HPCSA) / South African Council for Social Service Professions (SACSSP) / or any other relevant body Competencies: Knowledge and understanding of Employee Health & Wellness theories and models Sound knowledge of relevant legislation governing workplace programmes Knowledge and understanding of Public Service Regulations Understanding of the Employee Health and Wellness strategic framework for the Public Service. Sound knowledge of HIV and AIDS workplace programmes Thorough knowledge and understanding of health and behavioural risks in the workplace Experience in the implementation of health and wellness programmes Project management skills Counselling skills Communication skills Presentation and facilitation skills Crisis and trauma management skills Ability to formulate policies related to employee health and wellness.
<u>DUTIES</u>	:	Render psychosocial interventions Facilitate and Implement health promotion programmes Develop Employee Health and Wellness policies; programmes and practices Conduct presentations on employee health and wellness related matters Report writing.
<u>ENQUIRIES</u>	:	Ms Beshe Tel No: (012) 351 1327
<u>APPLICATIONS</u>	:	Please e-mail your application to asdehw25@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail to receive an acknowledgement