

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

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

CLOSING DATE : 08 April 2026
NOTE : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.

OTHER POSTS

POST 09/84 : **ASSISTANT DIRECTOR: PHOTOGRAPHY REF NO: DIRCO0313/01**
 Branch: Public Diplomacy
 Chief Directorate: Multimedia

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
 : Pretoria
 : At least a minimum of three (3) years National Diploma/ Degree (NQF 6) in Photography as recognized by SAQA. At least 3 - 5 years' experience in photography. Competencies: Extensive knowledge and use of digital cameras. Extensive knowledge of editing programs (Adobe Creative Cloud) on Apple Macintosh Computers. Basic understanding of South Africa's foreign policy and diplomacy. Excellent communication skills (written and verbal). Interpersonal skills, networking and negotiation skills, problem-solving and decision making, planning and organizing skills. Time management, creativity and innovation, client orientation, report writing, conflict management.

DUTIES : Provide photographic coverage of Department of International Relations and Cooperation principals, locally and abroad. Provide photographic coverage of DIRCO Departmental events. Prepare and distribute photographic material to internal and external stakeholders in line with applicable prescripts, protocol and procedures. Build and maintain platforms suitable for distribution of DIRCO images.

ENQUIRIES APPLICATIONS : Ms J Moepya Tel No: (012) 351 8754/ Ms V Beshe Tel No: (012) 351 1327
 : Please e-mail your application to asdphoto26@dirco.gov.za

POST 09/85 : **INTERNAL MAIL SECURITY OFFICERS REF NO: DIRCO0313/02 (X6 POSTS)**
 Branch: Office of the Chief Operations Officer
 Directorate: Security Management

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
 : Pretoria
 : At least a minimum of a National Senior Certificate (NQF level 4) as recognized by SAQA. Competencies: Proficiency in the use of English. Good communication skills (verbal and written). Interpersonal skills. Client orientation and customer focus. Confidentiality. Security awareness and sense of responsibility. Good physical health to perform labour intensive duties.

DUTIES : Handling of incoming/outgoing mail items. Perform all administration duties regarding mail distribution. Provide professional counter service to clients at Internal and Diplomatic mail services. Sorting, distribution and dispatch of mail internally and to Missions, according to the relevant prescripts. Provide a fast, effective and secure shredding service.

ENQUIRIES APPLICATIONS : Ms W Matlala Tel No: (012) 351 0514 /Ms N Moyakhe Tel No: (012) 351 0514
 : Please e-mail your application to imsodb26@dirco.gov.za