



VACANT POST AT THE SOUTH AFRICAN PERMANENT MISSION IN NEW YORK

- Post Title : Domestic Worker
- Requirements : **A minimum of 10 years schooling PLUS 3 years' experience as a domestic worker. Candidates must be computer literate and must be client service focused.**
- Core Functions :
- General Cleaning of the Official Residence
 - Meal preparation
 - Assisting during official functions
 - General duties e.g. answering the phone, receiving guests and receiving and overseeing service providers who will be doing work at the Official residence.

Salary Range: US\$ 25 649-00 US\$ 29 416 -00 per annum

All applications **MUST** include a cover letter, contactable references, **appropriate qualifications (eg. hospitality, cooking and cleaning etc.)** and the attached application form.

Applications with no cover letter and references will not be considered.

Applicants must have a good command of the English language.

Applications must be hand-delivered or mailed to:

FAO: Ms K Motsemme
South African Permanent Mission, 9th Floor
333 East 38th Street, New York, NY, 10016.

Electronically submitted applications may be sent to motsemmek@dirco.gov.za.

Successful applicants will be required to obtain a police clearance.

Closing Date: 15 February 2021

APPLICATION FOR EMPLOYMENT: LRP

Instruction

Photo

*This form must be completed in ink by the applicant in his/her handwriting:
Copies of educational service certificates and CV must accompany this application.*

*not older
than a year*

EMPLOYMENT DESIRED

Employment desired:

Reference no (if any): _____ When can you assume duty? _____

PERSONAL DETAILS

Surname: _____

Names: _____

Identity/passport number: _____

Date of birth: _____

Place of birth: _____

Nationality: _____

Contact Number: _____

Present Residential Address: _____

Mark the appropriate space:	Male	Female		
	Widowed	Divorced	Single	Married

Number of independent children: _____

Respective ages: _____

KNOWLEDGE AND QULAIFICATIONS

Attach your Curriculum Vitae (CV) with the following particulars as a prerequisite for your application to be considered:

Educational qualifications Employment history Military service Special skills

LANGUAGE PROFICIENCY

State "good" "fair" "poor" in the appropriate spaces

Specify languages				
SPEAK				
READ				
WRITE				

CONTACTS AND RELATIVES

A) List any personal or other contacts you have in South Africa

Individual	Occupation	Address

B) List any relatives or friends who are employed by local government

Name	Relationship	Name of government Institution

CITIZENSHIPS

A) List each country of which you have been a citizen

Period	Country	How was citizenship acquired

I declare that the above particulars are complete and correct and I understand that any false information supplied could lead to my immediate discharge.

Date: _____

Signature: _____