

Vacancy: Program Administrator at the Embassy of Sweden

The Embassy of Sweden is looking to hire a **program administrator for a one-year position**, with the possibility of extension, in the Embassy's development cooperation section.

Sweden and South Africa enjoy a strong relationship and have a long history of bilateral collaboration. The Swedish Government promotes South African-Swedish exchanges through a range of activities, incl. seminars, events, and social media campaigns. The overall tasks of the Embassy include public diplomacy, supporting business and trade, regional development cooperation as well as consular services, and has 32 employees.

The development cooperation section is both thematic and regional in its outlook and set-up and works closely with other Embassies in Africa as well as with Sida's (Swedish International Development Cooperation Agency) headquarter in Stockholm. The base of the work at the development section is the Swedish Regional Strategy on SRHR for Africa 2022-2026.

The position is tailored to a responsible, proactive, and diligent team-player, with experience from administrative work and with an interest for international development cooperation.

The right candidate will have strong integrity, good relation-building skills, be opportunity-oriented and can take initiatives within set mandates. Excellent English is a requirement and Swedish considered an asset.

Primary responsibilities:

- Perform secretarial and administrative duties for colleagues in the development cooperation section at the Embassy, including financial administration, reporting and follow up, correspondence, registration and archiving and assisting with travel arrangements.
- Assist the section in preparations and coordination for visits, events, and meetings, both in South Africa and the region. This includes activities such as coordinate programmes, meetings, travel, and accommodation.
- Coordinate events, meetings, and other activities for the development cooperation section.
- Support information and communication activities and other tasks that might be assigned.

Requirements:

- Strong initiative, self-motivation, and drive
- Excellent English
- Highly developed communication skills
- Highly developed organizational and project management skills
- Problem-solving abilities, attention to details and efficient administrative skills
- Bachelor's degree in relevant field or similar
- Ability and interest in teamwork
- The applicant needs to be a South African citizen or have a valid work permit for South Africa.
- Applicants must have a clean criminal record.
- Security clearance from relevant Swedish authorities will have to be obtained based on South African police clearance.

- The successful applicant embraces the Embassy's core values of equality and openness and
- Enjoys the idea of representing Sweden to peers.

How to apply

An application including motivational letter of no longer than one page and a CV no longer than two pages in length should be sent to the Embassy at recruitment.pretoria@gov.se **no later than 20 December 2024**. We ask you to please not send any other documentation at this point in the process.

Starting date: as soon as possible, please indicate notice period in your application.

Employment conditions:

The position is a one-year fixed term contract with the possibility to extend. The salary is individual and adapted according to relevant professional experience. In addition to this, the employee will also receive a 13th month salary as well as medical coverage for themselves and immediate family (spouse and children under 19 years) – among other benefits.

Contact:

For more information regarding the position please contact the Embassy of Sweden:
recruitment.pretoria@gov.se