



**EMBASSY OF BOTSWANA  
CHANCERY**

1531-1533 NEW HAMPSHIRE AVENUE, N.W.  
WASHINGTON, D.C. 20036

**TEL: (202) 244-4990**

**FAX: (202) 244 4164**

**TELEGRAMS: BOTSEM, WASHINGTON, D.C.**

**OUR REF: CBW/AD 6/50 I (8)**

18 August 2021

**VACCANCY: RECEPTIONIST/OFFICE ASSISTANT**

Salary: US\$33,462.00 -US\$35,481.60 per annum

Leave: 24 Working days

**Benefits: Optional Contributory Medical Aid Scheme (50%/50%)**

Qualifications/Experience:

- Post High School Diploma
- At least 3 years in an administrative or support role or related area
- Good general computer literacy, a high-level competency in Microsoft office software applications and in handling web-based management systems
- Excellent communication skills and fluency in spoken and written English
- Good team player with strong interpersonal skills

**Requirement Immigration Status:** US Citizen or Permanent Residence (Green Card Holder)

Job Summary:

This position presents the public face of the Embassy through initial responses to enquiries and engagement with external stakeholders. Responsible for providing front desk services and administration duties.

**Duties:**

- Management of the switchboard including answering telephone calls and directing to appropriate officers; taking messages correctly; responding to general information requests and enquiries; and ensuring regular maintenance; upgrades and repairs.
- Monitors movement of staff as well as receives, greets, registers and announces visitors; provides refreshments as necessary

- Maintains a list of contacts and addresses of government departments, international organisation, embassies, service providers, businesses, NGOs, members of the Diaspora, friends of Botswana and other stakeholders
- Receives and registers outgoing and incoming mail and dispatches documents and parcels
- Maintains the library and keeps a record of materials removed and filed
- Provides secretarial, administrative and logistic support as required
- Helps on research and information sharing
- Maintains the cleanliness and tidiness of the reception area, boardroom and library
- Performs any other functions that may be assigned Customer Service industry skills will be an added advantage.

Applications should be addressed to:

**The Ambassador**

**Embassy of Botswana**

**1531-1533 New Hampshire Avenue, N.W.**

**Washington, D.C.20036**

Closing date: September 07th, 2021