

The **Deutscher Schulverein Pretoria**
has an immediate vacancy for a

German speaking
**Secretary, Minute-taker
and Translator**

Position: Half day

Applicants should meet the following criteria:

- Excellent German and English language skills
- Ability to produce translations from German ↔ English
- Flexibility and ability to work well under pressure
- Willingness to organise and minute meetings after business hours
- Absolute discretion and trustworthiness
- Attention to detail and precision
- Experience with taking minutes and translation work is desirable



**Deutscher
Schulverein
Pretoria**

Simon Vermooten Rd,
Die Wilgers, Pretoria.

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dsp@dsp.gp.school.za
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www.dspretoria.co.za

Closing date for applications: 01.10.2020

Applications can be sent to:
The Principal, Ms. Kiehn
Deutsche Internationale Schule Pretoria
P.O. Box 912-727
Silverton 0127
Tel +27 12 803 4106/7/8
Fax +27 12 803 4109
Email: kotze@dsp.gp.school.za

The Deutsche Internationale Schule Pretoria reserves the right not to fill the post, should no suitable applicant be available. Only shortlisted candidates will be contacted in writing. If you have not been contacted, we ask you please assume that your application was unfortunately unsuccessful.