



**An Roinn Gnóthaí Eachtracha**  
**Department of Foreign Affairs**

**Vacancy: Housekeeper**  
**Official Accommodation of the Consul General of Ireland to New York**

***Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.***

The Consulate General of Ireland to New York is seeking applications from suitably qualified candidates to fill this position. The successful candidate will be hired on a 1-year contract, with a 3-month period of probation. Candidates must have a permanent, legal right to reside and work in the United States of America and will be subject to US employment and taxation law.

**Position details:**

The precise range of duties will vary over time according to the needs of the Consulate, but will include the following:

- Perform tasks in the Official Residence of the Consul-General of Ireland to maintain it in a representative state;
- Care and management of all state assets in the Official Accommodation, including representational crystal, silver, china, and alcohol;
- To assist with the organisation of functions and events, greeting of guests and coordination with catering provider;
- To provide coffee/tea;
- Service at dinners, lunches, receptions and other events;
- Report maintenance issues and liaise with Consulate on maintenance issues;
- Supervising contractors at the Official Residence;
- Cleaning - Full range of cleaning tasks including but not limited to dusting, vacuuming, mopping, laundry;
- Other duties as required from time to time and directed by the Consul General as necessary.

**Essential Requirements:**

To be eligible the following qualifications and competencies are required:

- Minimum of five years' work experience in housekeeping;
- Fluency in English;
- High degree of integrity and trust;
- Strong organisational and management skills;
- Excellent interpersonal and communication skills;
- Reliable and ability to work independently and on own initiative;
- Excellent attention to detail;
- Willingness to perform other duties when necessary;
- Flexibility to undertake occasional work during evenings and weekends;
- Legal entitlement to live and work in the United States of America, prior to recruitment.

### Other Requirements

In addition to the essential criteria above, the following criteria are desirable;

- Administration experience; and
- Experience working for an Embassy or international organisation.

### Terms and Conditions:

Start date:	1 <sup>st</sup> March 2023
Location:	Official Residence of the Consul-General of Ireland to New York
Contract duration:	The successful candidates will be hired on a 1-year contract, with a 3-month period of probation.
Working hours:	40 hours per week  There will be additional hours including some evening and weekend work, (leave time-in-lieu will be offered for this work).
Salary:	\$37,732.50 per annum.  Salaries are paid directly to a bank account; therefore, the successful candidate must have a bank account.
Annual Leave:	20 days per annum and public holidays with leave time-in-lieu for occasional evening/weekend work.
Eligibility:	Candidates must have a permanent, legal right to reside and work in the US and will be subject to employment and taxation law.

### How to apply:

<p>Please send a letter of application and résumé in Word or PDF format to <a href="mailto:newyorkexternalmail@dfa.ie">newyorkexternalmail@dfa.ie</a></p> <p>Applications must be received before 17.00 hrs on February 8<sup>th</sup> 2023. No applications will be accepted after this deadline.</p>
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### Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview may be undertaken based on the Essential Requirements above.
- It is planned that interviews will be held before the end of February 2023.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates.

### General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

### Security Clearance for Local Staff:

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

*Please note that canvassing will disqualify applicants.  
The Consulate General of Ireland New York is committed to a policy of equal opportunity.*