



**An Roinn Gnóthaí
Eachtracha agus Trádála**
Department of
Foreign Affairs and Trade

Full Time live-in Housekeeper at the Embassy of Ireland in Jordan

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 Embassy is now looking to recruit a **Housekeeper** on an initial one-year contract. The Housekeeper in the Ambassador's Residence will be responsible and accountable for cleaning and maintaining the Residence to make sure that it meets all housekeeping sanitation requirements and provides a comfortable space for residents and guests/visitors. This is a full time live-in position.

Role

- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing furniture and fixtures in the Residence
- Assist in the organising, overseeing and running of official events taking place at the Residence. This includes, and is not limited to, diplomatic receptions, diplomatic dinners, business meetings etc.
- Ensure all rooms are cared for and inspected according to standards

Essential requirements candidates must be able to demonstrate:

- Proficiency of the English language
- Positive, professional attitude and a willingness to learn new skills
- Flexibility with working schedule; be willing to work for Embassy events outside normal working hours, as required.
- At least 4 years of experience working in expatriate staff residence
- Knowledge and experience in cleaning and sanitising rooms to varying levels to meet requirements
- Good customer service skills, reliability, organisational skills, integrity and honesty, high energy levels

Desirable requirements:

- Willingness to learn new cleaning methods and how to use various pieces of equipment, ability to adapt to different situations and change work processes to accommodate customer needs.
- Ability to take criticism, listening skills to make sure that they are meeting the needs of their clients for cleanliness and sanitation standards.
- Prioritization and time management skills

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at Ambassador of Ireland's Residence in Amman.
- The salary for the position is 650 JOD per month, paid locally on a monthly basis.
- The positions will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.

How to apply

The Job Description and Application Form for this position are available on our website

<https://www.dfa.ie/irish-embassy/jordan/>

Completed application forms should be sent via e-mail only to ammanemhr@dfa.ie , with the subject line **Housekeeper**.

Applications must be received before 16:30 hrs. (Local time) on Sunday 26 January 2020.

No applications will be accepted after this deadline

Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held on the 28th and 29th of January 2020.

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 Embassy of Ireland in Jordan is committed to a policy of Equal Opportunity.