



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Vacancy- House Caretaker

Official Residence, Washington DC

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 of Ireland, Washington DC, is seeking to recruit a House Caretaker for the Official Residence of the Ambassador. This is a full time position, subject to a probationary period and will start as soon as possible.

Roles and Responsibilities:

The precise range of duties will vary over time, and will include the following:

- Perform the routine custodian maintenance and general repairs of the Residence
- Maintain the outdoor space of the Residence; paths, patio and driveway
- Assist the Housekeeper and Butler to ensure a high standard of cleanliness is maintained throughout the Residence
- Assist and support the Housekeeper and Butler with the set up and service at official events held at the Residence, including food and bar service, cloakroom duties
- Consult with Embassy staff on security matters of the Residence
- Provide backup for the Residence Butler and Housekeeper as required
- Other duties as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary.

Essential Requirements candidates must be able to demonstrate:

- Candidates must possess, and if required demonstrate, a good knowledge of technical and operational issues related to facilities maintenance – electrical, plumbing, air condition, grounds keeping etc.
- Candidates will ideally have previous experience of maintaining a busy workspace and of being part of a team operating large events;
- Candidates must have a high level of spoken English;
- A strong work ethic and commitment to the role;
- Ability to work within a team.

Terms and conditions of employment:

- The successful candidates will be hired on an initial one year contract with an option to extend the term of employment, subject to satisfactory performance and Mission requirements;
- Hours of attendance will be Monday to Friday, 40 hours per week, with standard office hours from 9.00 am to 5.00 pm;
- A starting salary of US\$ 38,814.25 per annum, paid locally on a weekly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account; and
- The position may require regular out of hours work in the evening/at weekend and will be agreed in advance for which an overtime allowance is payable.
- The successful candidate may wish to subscribe to a health insurance scheme, the Mission will reimburse 80% of the cost of a reasonable personal health insurance policy.



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How to apply

Completed application letters accompanied by a CV (where possible) should be sent via email only to:

washingtonembassy@dfa.ie

House Caretaker job application Embassy of Ireland

Applications must be received before 16:30 hrs. (Local time) Friday 7th July 2023

(No applications will be accepted after this deadline).

Please note that only short listed applicants will be contacted.

The successful candidate must have a right to live and work in the USA

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;
- A skills test may form part of the interview process;
- A second round interview may form part of the interview process; and
- It is planned that interviews will be held in July.

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, Washington DC, is committed to a policy of Equal Opportunity.