

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2012-20

OPEN TO: All Interested Candidates

POSITION: Housekeeper (as *Domestique privé*)

WORK HOURS: 40 hours per week

OFFICE: Official Residence (Chambésy)

OPENING DATE: November 15, 2012

CLOSING DATE: November 29, 2012

SALARY: Dependent on qualifications and experience. Compensation includes a transportation allowance and housing allowance, AVS and private pension coverage, accident insurance, vacation and sick leave benefits, etc.)

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Incumbent will provide representational, catering and cleaning support for the U.S. representational events at the official residence of the Deputy Chief of Mission (DCM).

MAJOR DUTIES AND RESPONSIBILITIES:

Provides household cleaning and support services at the Official Residence of the DCM. Helps to prepare and serve food and beverages for lunches, dinners and for official receptions.

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

QUALIFICATIONS:

- **Education:** Completion of high school.
- **Experience:** 2-3 years of prior experience as a housekeeper is required. Experience in food service (maid/waitress) desirable.
- **Language:** Level III French (good working knowledge) and Level III English (good working knowledge) required.

- **Skills:** Able to work under pressure. Flexible with work hours. Must be professional in manner and appearance. Must be highly motivated, well organized and work well with other staff.

SELECTION PROCESS

Applicants must be eligible for employment under Swiss labor laws and regulations and **successful completion of security investigation and valid medical certification.**

TO APPLY

Interested candidates for this position should submit a complete and current resume or CV.

SUBMIT APPLICATION TO:

Human Resources Office
email address: GenevaHR@state.gov

Important: This is a job opportunity announcement for Contractual Employment as Domestic Staff (*Domestique privé*) working in the private residence of a U.S. Mission official. This is not employment with the U.S. Mission nor employment by the U.S. Government.