

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2013-09

OPEN TO: All Interested Candidates
POSITION: Housekeeper (as *Domestique privé*)
WORK HOURS: 40 hours per week
OFFICE: Official Residence (Mies)
OPENING DATE: September 24, 2013
CLOSING DATE: October 8, 2013

SALARY: Dependent on qualifications and experience. Compensation includes a transportation, food and housing allowances, 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 representational events at the official residence.

MAJOR DUTIES AND RESPONSIBILITIES:

Provides household cleaning and support services at the Official Residence. 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 secondary/vocational 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.
- Must possess a valid driving license

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 a private residence.