

# VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2015-25

**OPEN TO:** All Interested Candidates  
**POSITION:** Housekeeper (as *Domestique privé*)  
**WORK HOURS:** PART TIME - 16 hours per week  
**OFFICE:** Official Residence (Geneva)  
**OPENING DATE:** July 22, 2015  
**CLOSING DATE:** August 5, 2015

**SALARY:** Dependent on qualifications and experience. Compensation includes 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 English (good working knowledge) and Level II French (working knowledge) required.

- **Skills:** Able to work under pressure. Flexibility 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 a private residence.

Cleared: CD, MGT, FMO