

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2016-05

OPEN TO: All Interested Candidates
POSITION: Housekeeper (as *Domestique privé*)
WORK HOURS: 40 hours per week
OFFICE: Official Residence (Versoix)
OPENING DATE: February 5, 2016
CLOSING DATE: February 19, 2016

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 and from time to time at the Mission.

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 official receptions.

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

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.

SELECTION PROCESS

Applicants must be eligible for employment under Swiss labor laws and regulations and **successfully complete a security background investigation and medical certification.**

TO APPLY

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

SUBMIT APPLICATION TO:

Human Resources Office	Nathalie Chavet
Mailing Address:	U. S. Mission – 11, route de Pregny – 1292 Chambesy
E-mail Address:	GenevaHR@state.gov or chavetnn@state.gov

Important: This is a job opportunity announcement for Contractual Employment as Domestic Staff (*Domestique privé*) working in a private residence.