



An Roinn Gnóthaí Eachtracha **Department of Foreign Affairs**

Embassy of Ireland, Athens.

Housekeeper

Deadline, Close of Business 17.00, 18 October 2021

The Embassy of Ireland, Athens is seeking to recruit a housekeeper / cleaner at the Official Accommodation of the Ambassador in Filothei.

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 Housekeeper will be responsible for cleaning, housekeeping and overall management of the Official Accommodation under the direction of the Ambassador and Second Secretary, in close liaison with the Ambassador's Secretary. The successful candidate will be responsible for ensuring that both private and representational areas of the Official Accommodation are clean, tidy, well presented and all systems are well – maintained. The duties will also include welcoming visitors, and some cooking and shopping. **The successful candidate must produce documentation to show a legal right to work in Greece.**

Roles and Responsibilities

- Cleaning and tidying, both daily cleaning and periodic deep cleaning, including public and private areas of the residence, and windows and balconies, so as to maintain house to a standard suitable for official entertaining

- Managing and updating house inventory (including proactively identifying and notifying wear-and-tear, and items in need of maintenance, repair, replacement or disposal for consideration of Ambassador / her secretary; and monitoring stocks of consumables such as cleaning products, light-bulbs etc. and notifying when there is a need to re-order)
- Liaising with external service providers to ensure the smooth running of the household, ensuring that maintenance schedules are met and supervising contractors while onsite.
- Prepare the residence or garden for official entertainment or events, and supervise set-up as necessary. When there are functions in the Official Accommodation (dinners, receptions etc.), the housekeeper will be expected to assist, if necessary outside their normal working periods.
- Laundry, ironing, and arranging small clothing repairs and dry-cleaning as necessary
- General kitchen duties which will include catering responsibilities and any other related duties as required
- Maximising recycling and minimising energy use to the extent possible
- Any other related duties that may be required.

Candidate Profile

To be eligible the following qualifications and competencies are required:

- Cleaning and home-care skills (including a good understanding of the functioning and care of standard household equipment and proper use of cleaning products)
- Excellent spoken and good written English
- Organisational skills and initiative
- Ability to follow instructions and implement routines as directed
- Good sense of how to present a house at its best
- Cooking skills an advantage

Hours of Attendance

40 Hours (09.00-17.00). Due to the nature of the work, the successful candidate may, from time to time be asked to vary the work schedule to include evening work and more rarely, at weekends.

How to apply

Completed application forms or CV with cover letter should be sent to AthensEmbassy@dfa.ie by 18th October at 17:00. No phone enquiries please. No applications will be accepted after this deadline. By submitting information electronically, parties accept that data may not be fully secure.

Shortlisting of candidates is part of the recruitment process. Please note that only shortlisted applicants will be contacted.

Data Protection

All personal information received will be kept in line with GDPR and Data Protection guidelines.

Security Clearance and legal requirements

The successful candidate must produce documentation to confirm a legal right to work in Greece. Police vetting 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 resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required by supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland, Athens is an equal opportunities employer.