



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Vacancy- Full-Time Sweeper/Washer

Official Accommodation, Embassy of Ireland, New Delhi

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 Embassy of Ireland, New Delhi is seeking to recruit a full time sweeper/washer for the Official Accommodation of the Ambassador. This is a full time position, subject to a probationary period and will start as soon as possible.

Roles and Responsibilities:

The precise range of duties will vary over time, but will include the following:

- Day-to-day maintenance, mopping, cleaning ceiling vents,
- Stocking and maintenance of cleaning equipment and supplies.
- Maintaining a clean official accommodation by clearing rubbish and litter from the garden and grounds;
- Ensuring a safe environment for staff and clients by adhering to safety and health regulations;
- Managing the laundry, including washing of garments and ironing.
- Other duties as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary.

Essential Requirements candidates must be able to demonstrate:

- At least two years' previous experience in a similar role;
- Ability to lift objects;
- Must be a reliable worker who is able to perform routine tasks without supervision;
- Strong attention to detail;
- The successful candidate must have a legal right to live and work in India

Terms and conditions of employment:

- The successful candidates will be hired on an initial fixed term contract;
- Work hours will be Monday to Friday, 40 hours per week,
- The starting salary of INR 229,509.80 per annum, will be paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account



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How to apply

Completed cover letters accompanied by a CV (where possible) should be sent to 'Embassy of Ireland, 17 Malcha Marg, Chanakyapuri, New Delhi – 110 021' or via email to Recruitmentnewdelhi@dfa.ie

Applications must be received before 17:00 hrs. (Local time) on 20 October 2023

(No applications will be accepted after this deadline). Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview may be undertaken based on the Essential/Key Requirements above;
- It is planned that interviews will begin week commencing 6 November;
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- A panel may be set up depending on the calibre of candidates.

General Data Protection Regulation:

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

Security Clearance for Local Staff

Police security clearance 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 for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland, New Delhi is committed to a policy of Equal Opportunity.