



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

**VACANCY- Housekeeper/Cleaner (Part Time 20hrs a week)**  
**Permanent Representation of Ireland to the OECD and UNESCO, Paris**

*The Permanent Representation of Ireland to the OECD and UNESCO, Paris represents Ireland's interests at the OECD and UNESCO. We serve the Irish people, promote their values and advance their prosperity and, provide the Government of Ireland with analysis, capabilities and influence. Our organisational values are: Diversity; Integrity; Leadership; Service; and Excellence.*

Application are invited for a permanent, part-time (20 hours per week) housekeeper/cleaner working to senior diplomatic and administrative staff (*contrat à durée indéterminée - CDI*), based at the Official Accommodation of the Permanent Representative of Ireland to the OECD and UNESCO, in the 7<sup>th</sup> arrondissement of Paris.

**Roles and responsibilities:**

The precise range of duties will vary over time according to the needs of the Permanent Representative, but will include the following:

- Cleaning and tidying, both daily cleaning and periodic deep cleaning, including public and private areas of the Official Accommodation, 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 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, as necessary, to ensure the smooth running of the household, ensuring that maintenance schedules are met and supervising contractors while onsite;
- The Housekeeper may occasionally be asked to serve coffee/tea for visitors;
- 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.

**Essential Requirements candidates must be able to demonstrate:**

- 3 years minimum experience of cleaning and home-care skills (including a good understanding of the functioning and care of standard household equipment and proper use of cleaning products);
- High level of French and good spoken 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;
- **The successful candidate must have a legal entitlement to live and work in the Paris prior to recruitment.**

**Terms and conditions of employment:**

- The successful candidates will be hired on a permanent contractual basis with a probationary period and will be based at the official accommodation;
- 20 hours per week;
- The salary for the position is €16,112.20 per annum. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account;
- The successful candidate must reside in the Paris area.

**How to apply:**

Please apply in English by sending a CV with an accompanying cover letter and at least two work referees by **close of business** on 06 November 2023. Your cover letter should describe your suitability for the role and should not exceed 1 page.

Applications should be sent by **email** only to [administrationparis@dfa.ie](mailto:administrationparis@dfa.ie) with the subject line **“Housekeeper PERM REP”**.

Please note that only shortlisted candidates will be contacted.

The Embassy reserves the right to re-advertise or extend the call for applications.

**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 be held in October;
- 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.

**Equal Opportunity: Reasonable accommodation request**

The embassy is committed to a policy of equal opportunity for people with disabilities. If you require a reasonable accommodation in order to participate in this selection process please email [administration@dfa.ie](mailto:administration@dfa.ie) when you are submitting your application stating the accommodation(s) required.

**Data Protection Acts/GDPR:**

All personal information received will be kept in line with GDPR guidelines. Further information is available in the linked [Data Privacy Notice](#).

**Security Clearance:**

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 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, Paris, is committed to a policy of Equal Opportunity**