



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Executive Housekeeper Embassy of Ireland, Dar es Salaam

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 is seeking to recruit **a highly motivated and dynamic individual** for the position of Executive Housekeeper, working in the Ambassador's Residence.

Main Responsibilities

- Ensure Residence remains ready to host events at all times.
- Clean and quality control of all internal rooms and spaces, external rooms and ancillary areas including service quarters, porch, entryway and outside bathrooms.
- Develop weekly task list/house duties and undertake or delegate tasks as appropriate
- Overseeing special cleaning projects and deep cleaning tasks;
- Laundry services for the Ambassador's Residence.
- Requisition of consumables and cleaning supplies and manage stocks and usage.
- Lead household staff team on advance preparation for events; serve as the point of contact for Embassy staff in relation to the Ambassador's Residence.
- Front of house responsibilities, particularly meeting and attending to guests
- Maintain organisation and systems for the efficient running and maintenance of the Residence, suggest efficiencies and improvements and work with the Embassy Operations Manager to implement these.
- Contribute to planning, budget discussions, and expenditure management for the Ambassador's Residence.
- Ensure adherence to health and safety standards by all household staff.
- Supervise, train and manage the Residence chef
- Protect and maintain Ambassador's valuables and household equipment.
- Organise and supervise external staff for large events or service contracts as required.

Requirements candidates must be able to demonstrate:

Essential

- An Advanced Level Certificate of Education.
- Good written and oral communication skills in both English and Swahili.
- At least 5 years working experience in a similar field.
- Well-organized, credible, hardworking, interactive, flexible, adaptable and self-driven personality.
- Ability to set up simple systems or procedures.
- Intercultural skills and an ability to work with people from different cultures.

- Experience working for other embassies, international organisations, reputable hotels and/or companies.
- Must have a permanent legal right to live and work in Tanzania.

Desirable:

- Experience working for other embassies, international organisations, reputable hotels and/or companies;
- Additional certification in hospitality management, computer literacy is an added advantage.
- Ability to use a basic email and software eg MSWord, Excel, Outlook.

Terms and conditions of employment:

- The contract will be offered on a three-year renewable basis, including a probationary period.
- Competitive salary TSH 21,278,470 annually, including a 13th month, plus health insurance and training opportunities. Salaries are tax deducted and paid direct to a bank account.

How to apply

The Job Description and Application Form for this position are available on our website
Completed application forms should be sent via e-mail only to embassydarjobs@dfa.ie with the subject line **“Executive Housekeeper”**

Applications must be received before 17:00hrs (local time) on 10 March 2024

CVs or cover letters will not be accepted.

No applications will be accepted after this deadline

Please note that only short listed applicants will be contacted.

Selection Process:

- Short-listed candidates will be called for a **competency-based** interview based on the Essential Requirements above.
- It is planned to hold interviews before the end of April 2024.
- A practical skills test may be included in the recruitment process;
- A second and third interview may be included in the recruitment process; and
- 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, Dar es Salaam is committed to a policy of Equal Opportunity.



POSITION: Executive Housekeeper
Embassy of Ireland, Dar es Salaam

EMPLOYMENT APPLICATION FORM

INSTRUCTIONS:

1. Please read the job description carefully to ensure you meet the criteria required
2. Please provide only the information most relevant to the role; skills; and experience listed in the job description/job advertisement
3. Applications which do not meet the minimum requirements cannot be considered
4. Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

Personal & Contact Information:

Name:	Address:
Email:	
Phone:	
Nationality:	
Are you currently eligible to work in Tanzania?	
Any other relevant personal or contact information	

Academic Qualifications and Relevant Training:

Year of Award	Name of Professional Awarding Body University / College	Main Subject Areas or specialisation	Qualification awarded (including level of qualification)
<p>Please provide details of other relevant or academic training, if you feel relevant:</p>			

Skills: Language:

Please insert yes or tick the most relevant box for each language as appropriate

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Other, please specify:				

Skills - IT:

Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and 0 = No expertise</i>			
MS Word		Other – please include below:	
MS Excel			
MS Outlook			

Career History:

Starting with your current details, please provide brief particulars of relevant employment or experience, referencing the key responsibilities as detailed in the job description/advertisement. Please indicate the level to which you reported and the number of staff you were responsible for.

Employer Name & Address / Project		
Date	From	To
Position Held / Title		
Reporting line (who you reported to) and number of direct reports		
Reason for leaving this position		
Nature of your work / Description of main responsibilities		

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Reason for leaving this position		
Nature of your work / Description of main responsibilities		

Major achievements which demonstrate suitability for the role:

Please focus on 1-2 specific examples from past experience to outline your suitability for this role with regard to the below headings. Please focus on your own specific actions when describing previous experiences. In each example you may wish to focus on describing the situation, the task needed, your actions and the final result.

1. Analysis and Decision Making (Problem solving skills) [Maximum of 250 words]

2. Specialist Knowledge (Events Management) [Maximum of 250 words]

3. Delivery of Results (Ability to set up simple systems that improve efficiency)
[Maximum of 250 words]

4. Team work and interpersonal relations [Maximum of 250 words]

Statement of Motivation:

Please outline your motivation and summarise why you believe you have the necessary qualifications, skills and experience for this position. **[Maximum of 300 words]**

References:

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers. Note: your current employer will not be contacted without first confirming with you that it is possible to do so.

Name and position	Relationship	Email address	Contact Number

Any Other Relevant Information or Comments:

Please provide any **additional** information which you feel may be **relevant** to your application [**Maximum 250 words**]

Confirmation:

I have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. I confirm that my application form is true and complete to the best of my knowledge without any material omissions.

Name:

Date:

Instructions to submit your application:

1. Save your completed form as: **FAMILYNAME_FIRSTNAME_EXECUTIVEHOUSEKEEPER**
2. Send the completed application form by e-mail only to embassydarjobs@dfa.ie with the heading **“EXECUTIVE HOUSEKEEPER”**
3. Further information on the post is available on the Embassy’s website:
<https://www.ireland.ie/en/tanzania/daressalaam/about/job-opportunities/>

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