



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Recruitment Notice: Housekeeper at the Official Accommodation of the Ambassador of Ireland, Copenhagen, Denmark

Closing date: Monday 24 October 2022

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 in Denmark is seeking qualified applicants for the role of housekeeper at the Official Accommodation of the Ambassador of Ireland. **Please note:** Candidates must have the right to reside and work in Denmark, and the position will be subject to Danish employment and taxation law.

Roles and Responsibilities

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

- Cleaning and laundry at the Official Accommodation;
- Assist with organisation of and service at dinners, lunches, receptions and other events, at both the Official Accommodation and at the Chancery;
- Grocery shopping, budget and stock management;
- Maintain Official Accommodation in a representative state, including care and management of all state assets in the Official Accommodation, including representational crystal, silver, china, linen and other items;
- To manage the house during absence on leave or otherwise;
- Monitor condition of Official Accommodation, equipment, furnishings etc., and report to Embassy on any maintenance or repairs required;
- Supervision of service providers or contractors attending the Official Accommodation;
- Any other duties as required, including occasional work during evenings and weekends.

Candidate Profile

To be eligible the following qualifications and competencies are required:

- Minimum of two years relevant work experience;
- Ability to work in both English and Danish;
- Legal right to live and work in Denmark;
- High degree of integrity and trust;
- Ability to work independently and on own initiative;
- Excellent interpersonal and communication skills;
- Flexibility to undertake occasional work during evenings and weekends;
- Willingness to undertake hospitality training and additional training as necessary, and
- Willingness to perform other duties when necessary.

Terms and conditions of employment

- The successful candidates will be hired on an initial one-year fixed term contract, with a 6 month probation period;
- Monday to Friday, 37 hours per week;
- The annual salary will be DKK272,408.61 for the position, paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account; and
- The position will require regular out of hours work in the evening/at weekend and will be agreed in advance.

How to apply

Interested applicants for this position **must submit** the following (incomplete documentation will not be considered):

1. A completed application form in English, providing:

- Details of work experience to date; and
- Names and contact details for two referees (Please note: we will not contact your referees without your prior permission)

Please send your application to copenhagenembassy@dfa.ie, with the subject line **Housekeeper Vacancy**

Applications must be received before 18:00 on Monday 24 October 2022. (No applications will be accepted after this deadline).

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above;
- A skills test may form part of the interview process;
- A second round interview may form part of the interview process; and
- It is planned that interviews will be held in October.

Data Protection

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, Copenhagen is an equal opportunities employer.