



**Recruitment Notice for (1) Housekeeper and (2) Cook at the Official Accommodation of the Ambassador of Ireland, Canberra**

The Embassy of Ireland in Canberra is seeking applications from suitably qualified candidates to fill two positions. The successful candidates will be hired on an initial one-year fixed term contract, with a six-month period of probation. Candidates must have a permanent, legal right to reside and work in Australia and will be subject to Australian employment and taxation law.

**The closing date for applications is Thursday, 10<sup>th</sup> February 2022**

***Mission Statement***

***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.***

**Vacancy 1: Housekeeper**

**Position details**

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

- Perform tasks in the Official Accommodation of the Ambassador of Ireland to maintain it in a representative state;
- Care and management of all state assets in the Official Accommodation, including representational crystal, silver, china, linen and other items;
- Maintenance and upkeep of the Official Accommodation inventory;
- To assist with the organisation of functions and events and will include cleaning the Official Accommodation;
- Service at dinners, lunches, receptions and other events;
- Supervision of the Official Accommodation premises;
- First line maintenance and liaison with Embassy on maintenance and contracts;
- Supervising suppliers at the Official Accommodation; and
- To manage the house during absence on leave or otherwise;
- Cleaning of Official Accommodation and Chancery; and
- Any other duties as required.



### **Essential Requirements**

To be eligible the following qualifications and competencies are required:

- 5 years' minimum experience working in hospitality;
- Fluency in English (language test may be included as part of the shortlisting process);
- High degree of integrity and trust;
- Reliable and can work on own initiative;
- Attention to detail;
- Strong organisational and management skills; and
- Excellent interpersonal and communication skills.

### **Desirable Requirements**

In addition to the essential criteria above, the following criteria are desirable:

- Administration experience; and
- Experience working for an Embassy or international organisation.

### **Vacancy 2: Cook**

#### **Position details**

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

- Preparation of meals and catering of functions including receptions, buffets, and sit down lunches and dinners;
- Sourcing and purchase of safe and high quality food for official functions and liaison with wholesalers and suppliers;
- Cleaning of kitchen, food preparation areas and all kitchen equipment to a high standard;
- Any other duties as required.

### **Essential Requirements**

To be eligible the following qualifications and competencies are required:

- 5 years' minimum experience working as a cook
- English language skills (language test may be included as part of the shortlisting process);
- High degree of integrity and trust; and
- Excellent interpersonal and communication skills.



### Desirable requirements

- Some household administration experience; and
- Experience working for an Embassy or international organisation.

Start date:	1 March 2022
Location:	Official Accommodation of the Ambassador of Ireland, Canberra
Contract duration:	The successful candidates will be hired on an initial one-year fixed term contract, with a six-month period of probation.
Working hours:	<p>For Housekeeper: 35 hours per week with some occasional additional hours including some evening and weekend work (leave time-in-lieu will be offered for this work).</p> <p>For Cook: 20 hours per week with some occasional additional hours including some evening and weekend work (leave time-in-lieu will be offered for this work).</p> <p>Individuals unavailable to work out-of-hours should not apply for this post.</p>
Annual Salary:	<p>Housekeeper- A\$40,903.48 - \$49,493.21</p> <p>Cook- A\$49,364.50 - \$59,731.05</p>
Annual leave:	20 days per annum and public holidays with leave time-in-lieu for occasional evening/weekend work.
Eligibility:	Candidates must have a permanent, legal right to reside and work in Australia and will be subject to employment and taxation law.
Closing date:	10 <sup>th</sup> February 2022
Selection process:	<ul style="list-style-type: none"><li>• Please send a letter of application and résumé in Word or PDF format to <a href="mailto:canberraembassy@dfa.ie">canberraembassy@dfa.ie</a> before 5pm on Thursday 10<sup>th</sup> February</li><li>• Please include details of at least two referees that the Embassy can contact.</li><li>• The embassy reserves the right to extend the deadline.</li></ul>



	<ul style="list-style-type: none"><li>• Please note that applications will be shortlisted and only shortlisted applicants will be contacted.</li><li>• The assessment of shortlisted applicants will include an interview.</li></ul>
--	--

#### **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, Canberra is committed to a policy of equal opportunity.**