



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

**Vacancy- Housekeeper (Ayi)**

**Embassy of Ireland Beijing and Official Accommodation of the Ambassador**

***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, Beijing is seeking to recruit a housekeeper (Ayi). This is a full time position, subject to a probationary period and will start as soon as possible. The housekeeper (Ayi) will be responsible for a number of tasks at the Official Residence of the Ambassador and at the Chancery (Embassy) premises. The housekeeper will report to the Ambassador, in relation to duties at the Official Residence, and will work closely with the Events and Facilities Coordinator, at the Chancery.

The role will include, but may not be limited to the following activities:

**A. Duties at the Ambassador's Official Residence**

- Cleaning the Residence to ensure it remains clean and tidy, meeting representational standards, at all times
- Regular cleaning of bathrooms, kitchen, living spaces and surfaces in the Residence, on a schedule agreed with the Ambassador
- Laundry and dry cleaning for the Ambassador's household, as required
- Assistance to Embassy Events and Facilities Coordinator in relation to official events at the Residence, including assistance in eg set-up and return to order of the Residence, cleaning/cloakroom/tableware arrangements during events
- Such other tasks relating to the running of the Residence, as may be requested by the Ambassador from time to time

**B. Duties at the Chancery (Embassy)**

- Weekly cleaning of the defined areas of the Chancery building
- Washing and ironing of Chancery linen, as as required
- Assistance to Embassy Events and Facilities Coordinator in relation to large-scale official events at the Embassy, including preparation and cleaning of Embassy kitchen / tableware / crockery / glasses
- Such other tasks as may be assigned from time to time by the Ambassador or, in relation to Embassy events, the Events and Facilities Coordinator.

**Qualifications/experience/competencies required:**

**A: Essential**

- Candidates must have a minimum of 1 year relevant experience;
- Excellent organisational skills;
- Excellent interpersonal skills;
- Excellent punctuality, time management and a high level of discretion and reliability;



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

- Ability to follow instructions and implement routines as directed;
- Some evening and weekend work will be required;
- **The successful candidate must have a legal entitlement to live and work in the People's Republic of China prior to recruitment.**

**B: Desirable:**

- Ability to have basic conversations in the English language;
- Knowledge of Ireland and its role in China.

**Terms and conditions of employment:**

Start date:	As soon as possible
Location:	Embassy of Ireland, 3 Ritan Dong Lu, Beijing; and Official Residence of the Ambassador, Beijing.
Contract duration:	The successful candidate will be hired on an initial fixed term contract
Working hours:	<p>Monday to Friday, 35 hours per week, with standard hours from 9am to 5pm.</p> <p>Some out-of-hours work will be required. Individuals unable to work out-of-hours where required should not apply for this post.</p> <p>The position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted <i>pro rata</i>.</p>
Salary:	The starting salary for the position is 88,590 RMB per annum. The salary for the position will be paid through the Diplomatic Service Bureau on a monthly basis. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
Eligibility:	Candidates must have a permanent, legal right to reside and work in the People's Republic of China and will be subject to employment and taxation law.



## An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

### **How to apply**

The Application Form for this position is available on the Embassy website

<https://www.dfa.ie/irish-embassy/china/about-us/job-opportunities/>

**Applications which are not on the form will not be considered.**

Applicants must apply by completing the application form, saved in Microsoft Word or PDF format. The application form must be sent by email with the following subject line – “Job Application – Housekeeper (Ayi)” to: [beijingrecruitment@dfa.ie](mailto:beijingrecruitment@dfa.ie)

Applications should arrive before 5pm (Beijing time) on 15 June 2023. **Late applications will not be accepted and no correspondence will be entered into on this point.**

**Applicants are advised to take care to use the correct subject line. Failure to use the correct subject line may result in the application missing the deadline and therefore being deemed inadmissible.**

### **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. Please note that only short listed applicants will be contacted.
- A skills test may form part of the interview process;
- A language test may be included in the recruitment process;
- Interviews will be competency-based conference. Candidates called to interview will be provided with more information prior to interview.
- A second interview may be included in the recruitment process;
- A panel may be set up depending on the calibre of candidates;
- The Embassy will only contact referees if a candidate has been shortlisted for interview. At this point, the candidate will be deemed to have given their consent to contact the nominated referees.

### **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, Beijing is committed to a policy of Equal Opportunity.***



### 职位空缺-管家（阿姨）

#### 爱尔兰驻华大使馆及大使官邸

**我们的使命是在海外促进和保护爱尔兰及其人民的价值观，利益和经济福祉。我们在部长的政策指导下，通过我们国内的工作人员和我们在海外的使馆网络，完成我们的使命。**

爱尔兰驻华大使馆现招聘一名管家（阿姨）。此职位为全职岗位，具有试用期，并应能尽快入职。管家（阿姨）将负责大使官邸和大使馆办公区域的多项任务。有关大使官邸的职责，管家将向大使汇报，并与使馆活动和运营协调员密切合作。

该职务将包括但不限于以下职责：

#### C. 大使官邸的职责

- 清洁住宅，确保其始终保持干净整洁，符合接待标准
- 按照与大使商定的时间表定期清洁官邸内的浴室、厨房、起居空间和台面
- 根据需要为大使的家庭提供洗衣和干洗服务
- 协助使馆活动和运营协调员打理官邸的正式活动，包括协助安排和复位官邸的设施布置，活动期间的清洁/衣帽间/餐具安排等
- 大使提出的与官邸管理有关的其他任务

#### D. 在大使馆的职责

- 每周清洁使馆办公楼的特定区域
- 根据需要清洗和熨烫使馆使用的亚麻布
- 协助使馆活动和运营协调员组织使馆的大型正式活动，包括准备和清洁使馆厨房/餐具/陶器/玻璃杯等
- 大使或活动和运营协调员分配的与使馆活动有关的其他任务。

所需的资格/经验/能力：

#### A：必备项目

- 候选人必须具有至少一年的相关经验;
- 优秀的组织能力;
- 优秀的人际交往能力;
- 出色的准时性，时间管理以及高度的审慎力和可靠性;
- 能够遵循指示并按照指示执行任务;
- 必要时，可以在晚上和周末工作;
- 候选人必须在招聘前具有在中华人民共和国生活和工作的合法权利。

#### B：加分项目：

- 能够用英语进行基本对话;
- 了解爱尔兰及其在中国的角色。



**雇佣条件：**

开始日期：	尽快
位置：	爱尔兰大使馆，北京日坛东路3号， 以及爱尔兰大使官邸。
合同期限：	成功的候选人将签署初始固定期限合同
工作时间：	周一至周五，每周 35 小时，标准时间为上午 9 点至下午 5 点。  本职位有时需要在非工作时间加班。如您不能接受加班，则不应申请此职位。  本职位每年拥有 20 天的年假津贴，不包括公共假期，按比例调整。
薪金：	本职位的起薪为每年88590元 。该职位的工资将通过外交服务局按月支付。工资直接支付到银行账户，因此成功的候选人必须有一个银行账户。
资格：	候选人必须拥有在中华人民共和国居住和工作的永久合法权利，并受劳动法和税法的约束。



### 如何申请

该职位的申请表可在大使馆网站上下载

<https://www.dfa.ie/irish-embassy/china/about-us/job-opportunities/>

**未使用该表格的申请将不予考虑。**

申请人必须通过填写申请表来申请，该表格以Microsoft Word或PDF格式保存。申请表必须通过电子邮件发送至[beijingrecruitment@dfa.ie](mailto:beijingrecruitment@dfa.ie)，邮件主题格式为“工作申请 - 管家（阿姨）”

申请应在2023年6月15日下午5点（北京时间）之前收到。**逾期的申请将不被接受，也不会就此进行回复。**

**建议申请人注意使用正确的主题格式。未能使用正确的主题格式可能会导致申请错过截止日期，因此被视为不可接受。**

### 选拔流程：

- 根据收到的申请数量，将根据上述必备/关键要求做出初试的候选人名单。请注意，只有进入初试名单的申请人才会被联系。
- 面试可能包含技能测试；
- 招聘过程中可能包括语言测试；
- 面试将以能力为基础。面试候选人将在面试前获得更多信息。
- 选拔流程可能包括复试；
- 根据候选人的才能，选拔时可能开设面试小组；
- 大使馆只会在候选人入围面试时联系推荐人。此时，候选人将被视为已同意联系其提名的推荐人。

### 通用数据保护条例：

收到的所有个人信息将按照GDPR准则收到保护。

### 本地工作人员的安全调查

使馆将对职位候选人进行安全调查。可能向申请人居住地的国家的警务部门提出查询要求。如果安全调查未通过，相关信息将被销毁。如果申请人随后被考虑担任另一个职位，其将被要求再次提供此信息。

**请注意，游说将导致申请人的资格被取消。**

**爱尔兰驻华大使馆致力于机会均等政策。**