



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Vacancy: Housekeeper

Official Accommodation of the Consul General of Ireland in New York

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 Consulate General of Ireland to New York is seeking applications from suitably qualified candidates to fill this position. The successful candidate will be hired on a 1-year contract, with a 3-month period of probation. Candidates must have a permanent, legal right to reside and work in the United States of America and will be subject to US employment and taxation law.

Position details:

The principal role is to maintain the official accommodation of the Consul General of Ireland in New York in a state suitable for representation, and to assist as appropriate with functions and events. The precise range of duties will vary over time according to the needs of the Consulate, but will include the following:

- Grocery shopping, budget and stock management;
- Maintenance of the kitchen, pantry and associated areas;
- General kitchen duties;
- Provision of light refreshments;
- Cleaning - full range of cleaning tasks including but not limited to dusting, vacuuming, mopping, laundry;
- Care and management of furniture;
- Assisting with set-up for functions and events, greeting of guests and coordination with the caterer;
- Service at dinners, lunches, receptions and other events;
- Reporting and managing maintenance issues;
- Supervising contractors at the Official Residence;
- Other duties as required from time to time and directed by the Consul General as necessary.

Essential Requirements:

To be eligible the following qualifications and competencies are required:

- At least 1 year Housekeeping/cleaning experience;
- Fluency in English;
- High degree of integrity and trust;
- Strong organisational and management skills;
- Excellent interpersonal and communication skills;
- Reliable and ability to work independently and on own initiative;
- Excellent attention to detail;
- Willingness to perform other duties when necessary;
- Flexibility to undertake occasional work during evenings and weekends, with time off in lieu;
- Legal entitlement to live and work in the United States of America, prior to recruitment.

Terms and Conditions:

Start date:	September 2023
Location:	Official Residence of the Consul-General of Ireland to New York
Contract duration:	The successful candidates will be hired on a 1-year contract, with a 3-month period of probation.
Working hours:	40 hours per week There will be additional hours including some evening and weekend work, (leave time-in-lieu will be offered for this work).
Salary:	The gross salary for the position is \$42,853.15 per annum, paid locally on a weekly basis Salaries are paid directly to a bank account; therefore, the successful candidate must have a bank account.
Annual Leave:	20 days per annum and public holidays with leave time-in-lieu for occasional evening/weekend work.
Health plan and Pension	The successful applicant will also receive health and pension benefits which can be discussed at interview stage.
Eligibility:	Candidates must have a permanent, legal right to reside and work in the US and will be subject to employment and taxation law.

How to apply:

<p>Please send a letter of application and résumé in Word or PDF format to recruitment.nycg@dfa.ie</p> <p>Applications must be received before 17.00 hrs on 11 August 2023.</p> <p>No applications will be accepted after this deadline.</p>

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 before the end of August 2023;
- 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.

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 Consulate General of Ireland New York is committed to a policy of equal opportunity.