



## An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

### Cook / Housekeeper

#### Official Accommodation, Embassy of Ireland Prague

***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, Prague, is seeking to recruit a Cook /Housekeeper for the Official Accommodation of the Ambassador. This is a full time position, subject to a probationary period and will start as soon as possible.

#### **Roles and Responsibilities:**

The precise range of duties will vary over time, but will include the following:

- Overall management of the Official Accommodation;
- Day-to-day shopping and preparation of meals and refreshments, as required, for guests;
- Direct catering for representational functions at the Official Accommodation, and, from time to time as required, at the Chancery
- Assisting with coordination and management of Mission external event managers/external caterers for specialised or larger-scale events as relevant;
- Coordination and liaison with landlord's agent on all issues related to the operation of the lease and general upkeep and functioning of the Official Accommodation;
- Liaison with all contractors, local authorities, security services etc in relation to all aspects of compliance, maintenance, health and safety, services etc; and
- Other duties as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary.

#### **Essential Requirements candidates must be able to demonstrate:**

- Candidates should have previous professional experience of managing a diplomatic accommodation including event management;
- Candidates must have a high level of spoken English;
- Candidates must have previous professional experience in Cooking and catering and provide relevant skills and/or qualifications;
- Candidates must have a good knowledge of managing technical and operational issues related to facilities management – electrical, plumbing, A/C, gardening etc, in order to ensure proper maintenance and service supervision;
- A strong work ethic and commitment to the role;
- Ability to work within a team;

#### **Terms and conditions of employment:**

- The successful candidates will be hired on a permanent contractual basis;
- Monday to Friday, 35 hours per week, standard working hours between the hours of 8am and 4pm;
- The starting salary for the position is CZK 348,525.21 per annum, 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.



## An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

### **How to apply**

Completed application letters accompanied by a CV should be sent by email to [pragueembassy@dfa.ie](mailto:pragueembassy@dfa.ie)

Applications must be received before 16:30 hrs. (Local time) 28 November 2022

(No applications will be accepted after this deadline). Please note that only short listed applicants will be contacted.

### **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 between the 5<sup>th</sup> and 10<sup>th</sup> December 2022.

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