

The Embassy of Ireland in Athens is recruiting a chef/house keeper/event manager for the Ambassador's Residence, commencing on 16 April 2018.

The chef/house keeper has overall responsibility for all activity at the Ambassador's Residence. This includes menu planning, sourcing and preparation of food, basic accounting, and managing official events at the Residence (e.g., lunches, dinners and receptions), as well as housekeeping functions such as cleaning and laundry, and other tasks as may be required.

The successful candidate should have the appropriate training, relevant work experience and a working knowledge of both English and Greek. He or she should be well-organised and have good interpersonal skills. Knowledge of Irish food and culture is considered an asset, as is former experience of Embassy work or event management.

The employment contract will be governed by Greek law. The employer is the Ambassador of Ireland to the Hellenic Republic. The main workplace is the Ambassador's Residence.

Potential candidates will be asked to provide the employer with a Certificate of Good Conduct, a Medical Certificate and two references.

Please email your application (CV and Cover Letter) by Wednesday 28 March 2018 to residencejob@dfa.ie. Please note that applications should be in English.

Please note that by submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

*Residence Recruitment Competition
Embassy of Ireland
Floor 2
7 Leof. Vas. Konstantinou
10674 Athens*

Any personal information submitted will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.