



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Vacancy- Part Time Housekeeper

Official Accommodation, Embassy of Ireland to the Holy See

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, Holy See is seeking to recruit a Housekeeper for the Official Accommodation of the Ambassador. This is a part time position of 25 hours per week, 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 - specific duties include; cleaning of the Official Residence and laundry, careful cleaning of silverware and crystal used for entertaining; ordering/purchasing of household supplies; and sweeping and general upkeep of two external terraces including care for plants;
- 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 and large scale events as relevant;
- Coordination and liaison with Embassy Team on the general upkeep and functioning of official residence including notification of any repairs and maintenance required including equipment;
- Liaison with broader Embassy Team in all aspects of the role as necessary;
- 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:

- 5 years' minimum experience working in a similar role; ideally in a diplomatic setting;
- Good knowledge of English and Italian;
- High degree of integrity, trust and discretion;
- Reliable and can work on own initiative;
- Attention to detail;
- Strong organisational and management skills;
- Excellent interpersonal and communication skills;
- Flexibility as an event may occasionally have to be organised at short notice;
- Proven ability to cook/bake;
- ***All applicants must have a permanent legal right to reside and work in Rome.***



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Terms and conditions of employment:

- The successful candidates will be hired on an initial fixed term contract;
- Monday to Friday, 25 hours per week, with standard office hours from 10.00 to 15.30 with 30 minutes for lunch;
- The salary will be from base point for the position with a starting gross salary of €15,574.38 per annum, paid locally on a weekly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account;
- The position will require regular out of hours work in the evening/at weekend and will be agreed in advance.
- The successful candidate must have a legal entitlement to live and work in Italy prior to recruitment.

How to apply

Completed application forms (attached) should be sent to via email
holyseemapplications@dfa.ie with Housekeeper Official Residence in the subject line

Applications must be received before 16:30 hrs. (Local time) Monday 10 July 2023

(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;
- It is planned that interviews will be held in July;
- 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 Embassy of Ireland, Holy See is committed to a policy of Equal Opportunity.