



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

### **Embassy of Ireland, Tokyo**

#### **Housekeeper / Cleaner**

**(Part time post, 12 hours per week)**

The Embassy of Ireland, Tokyo is seeking to recruit a part-time Housekeeper / Cleaner at the 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

**Deadline 5<sup>th</sup> March 2021 at 17.00**

#### **Roles and Responsibilities**

- Grocery shopping, budget and stock management;
- Maintenance of the kitchen, pantry and associated areas;
- Ensuring respect for relevant health, safety and hygiene requirements;
- General kitchen duties;
- Cleaning responsibilities of the Official Accommodation; and
- Any other related duties as reasonably required from time to time by the Ambassador or in his absence, the Acting Head of Mission.

#### **Candidate Profile**

To be eligible the following qualifications and competencies are required:

- Fluent in English;
- Housekeeping / cleaning experience;
- Strong attention to detail, organisational and communication skills; and

- The legal right to work in Tokyo. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring.

### **Remuneration**

The remuneration for the post is ¥2,000 per hour for not more than 15 hours per week.

### **Hours of Attendance**

Flexible part time hours available, to a maximum of 12 hours per week. Due to the nature of the work, the successful candidate may be required to work during evenings and weekends.

### **How to apply**

Please apply detailing your relevant experience in a letter (including the names and contact details for two referees). Your letter should be sent by email to [tokyoembassy@dfa.ie](mailto:tokyoembassy@dfa.ie) by 5<sup>th</sup> March 2021 at 17.00hrs. No phone enquiries please. No letters of application will be accepted after this deadline. By submitting information electronically, parties accept that data may not be fully secure.

Depending on the number of applications, shortlisting of candidates may form part of the recruitment process. Please note that only shortlisted applicants will be contacted.

### **Data Protection**

All personal information received will be kept in line with GDPR and Data Protection guidelines.

### **Security Clearance for Local Staff**

Police vetting 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 resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required by supply this information again.

***The Embassy of Ireland, Tokyo is an equal opportunities employer.***