



**Recruitment Notice for (1) Catering Manager and (2) Steward at the Official  
Accommodation of the Ambassador of Ireland, Abuja**

The Embassy of Ireland in Abuja is seeking applications from suitably qualified candidates to fill two positions. The successful candidates will be hired on a permanent contract, with a 6-month period of probation. Candidates must have a permanent, legal right to reside and work in Nigeria and will be subject to Nigerian employment and taxation law.

**The closing date for applications is 08 February 2022**

***Mission Statement***

*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.*

**Vacancy 1: Catering Manager**

**Position details**

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Preparation of meals and catering of functions including receptions, buffets, and sit down lunches and dinners;
- Sourcing and purchase of safe and high quality food for official functions and liaison with wholesalers; and
- Cleaning of kitchen, food preparation areas and all kitchen equipment to a high standard.

**Essential Requirements**

To be eligible the following qualifications and competencies are required:

- 5 years' minimum experience working as a cook
- English language skills (language test may be included as part of the shortlisting process);
- High degree of integrity and trust; and
- Excellent interpersonal and communication skills.

**Other requirements**

- Some household administration experience; and



- Experience working for an Embassy or international organisation.

## **Vacancy 2: Steward**

### **Position details**

The precise range of duties will vary over time according to the exigencies and needs of the Embassy, but will include the following:

- Primary cleaner for the Official Accommodation, including public areas;
- Laundering clothes, bedding and linen; and
- Maintenance of State Assets (including linen for representation).

### **Essential Requirements**

To be eligible the following qualifications and competencies are required:

- English language skills (language test may be included as part of the shortlisting process);
- High degree of integrity and trust;
- Attention to detail;
- Reliable and can work on own initiative; and
- Excellent interpersonal and communication skills.

### **Other requirements**

- Some household administration experience; and
- Experience working for an Embassy or international organisation.

**Please confirm in your application if you are willing to be considered for more than one position. If this is not the case, you should advise on which position you are applying for clearly at the top of your application.**

Start date:	01 March 2022
Location:	Official Accommodation of the Ambassador of Ireland, Abuja
Contract duration:	The successful candidates will be hired on a permanent contract, with a 6-month period of probation.



Working hours:	37-hours per week with some occasional additional hours including some evening and weekend work (leave time-in-lieu will be offered for this work).  Individuals unable to occasionally work out-of-hours should not apply for this post.
Salary:	Catering Manager – ₦232,321 – ₦313,633 Steward – ₦161,442- ₦197,240
Annual leave:	20 days per annum and public holidays with leave time-in-lieu for occasional evening/weekend work
Eligibility:	Candidates must have a permanent, legal right to reside and work in Nigeria and will be subject to employment and taxation law.
Closing date:	08 February 2022
Selection process:	Please send a letter of application and résumé in Word or PDF format to <a href="mailto:abujarecruitment@dfa.ie">abujarecruitment@dfa.ie</a> before 17.00 on 08 February 2022. Depending on response rates, the deadline may be extended. Please note that applications will be shortlisted and only short listed applicants will be contacted. Shortlisted applicants will be called for a competency based interview.

#### **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, Abuja is committed to a policy of equal opportunity.**