



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Vacancy - Cook with Housekeeping duties Official Accommodation of the Ambassador of Ireland, Manila, Philippines

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 in the Philippines is seeking to employ a full-time Cook with housekeeping duties at the Ambassador's residence in Dasmarinas Village, Makati. The Embassy is seeking a suitable person to ensure that the residence is well presented and functions smoothly.

The Cook will be responsible for cooking and overall management of the Official Accommodation under the direction of the Ambassador in close liaison with the Mission's Office Manager. The successful candidate will be responsible for the day-to-day food preparation and cooking as well as official and representational events and for ensuring that both private and representational areas of the Official Accommodation and all systems are well maintained.

The person selected will be a self-starter with a flexible approach, capable of managing and executing a wide range of tasks at the Official Accommodation of the Irish Ambassador to the Philippines. The successful candidate will also be a good team player who enjoys working collaboratively.

This post carries no entitlement to civil servant status in Ireland or in the Philippines.

Roles and responsibilities

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

Cook/Food preparation

- Planning, preparation and delivery of menus for official functions at the Official Accommodation;
- Designing creative and innovative menus for official functions and events, and cater for guests' dietary requirements;
- Assisting with the organisation of functions and event;
- Monitoring of and accounting for all expenditure within set budget guidelines;
- Ensuring that the kitchen; store rooms and official areas of the official accommodation are maintained;
- Monitoring kitchen equipment and reporting maintenance issues;
- Stock control and procurement of ingredients;
- Liaising with the Mission's Office Manager accordingly on all events at the official accommodation; and
- Any other duties, which may be required.

Management of residence

- Maintaining the Official Accommodation in a representative state;
- Managing all state assets in the Official Accommodation;
- Maintaining and upkeep of the Official Accommodation inventory;
- Assisting in arrangements for the Ambassador's guests; and
- Any other duties, which may be required.

Essential Requirements candidates must be able to demonstrate:

- Proficiency in the English and Tagalog language, both written and spoken; (language test may be included as part of the shortlisting process);
- Two years minimum working as a cook;
- Excellent interpersonal skills and initiative;
- Strong organisational skills;
- Experience in a similar role or in catering/hospitality strongly desired; and
- A legal right to live and work in the Philippines.

Terms and conditions of employment:

- The successful candidates will be hired on a full time contractual basis and will be based at the official accommodation of the Ambassadors;
- Monday to Friday, 40 hours per week, with standard office hours; including periodic evening and occasional weekend work reflecting the business needs of the Embassy and in line with local regulations.
- The salary for the position is PHP 327,048.00 per annum. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to Apply

Candidates are required to submit a resume and cover letter outlining their experience, any qualifications and suitability for the position (of maximum 500 words) in English to the following email address: ManilaRecruitment@DFA.IE

Applications must be submitted by email to with the subject line **Cook with Residence Housekeeping Duties**
by 5pm (Manila time) on 13 February 2023.

Applications received after this time will not be considered.

Please note that only short listed applicants will be contacted.

Further details are available by contacting the Embassy by email: ManilaRecruitment@DFA.IE

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview may be undertaken based on the Essential Requirements above;
- It is planned that interviews will be held before the end of February;
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates;
- Candidates under consideration will be asked to provide written references from referees who must be contactable by the Embassy.

Security Clearance

Official National Bureau of Investigation 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.

General Data Protection Regulation:

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

Please note that canvassing will disqualify applicants. The Embassy of Ireland, Philippines is committed to a policy of Equal Opportunity.