



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Embassy of Ireland, The Hague Vacancy - Housekeeper

The Embassy of Ireland to the Netherlands is seeking to recruit a housekeeper at the Official Accommodation of the Ambassador of Ireland.

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 Mission network abroad.

Deadline for Applications: Wednesday 19 January 2022

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, including cleaning and hospitality.
- Monitor humidifiers/dehumidifiers in representational areas, empty and refill as required.
- Prepare meals, as requested.
- Assist with the preparation and running of official functions.
- Cleaning responsibilities of the Official Accommodation.
- Laundry responsibilities at the residence of the Ambassador.
- Monitor agency cleaners and other service providers at the Residence.
- Any other duties as reasonably required from time to time by the Ambassador or in their absence, the Acting Head of Mission.

Candidate Profile

To be eligible the following qualifications and competencies are required:

- Minimum of two years relevant work experience;
- Fluency in English and Dutch;
- The legal right to work in the Netherlands;
- High degree of integrity and trust;
- Ability to work independently and on own initiative;
- Excellent interpersonal and communication skills;
- Flexible attitude towards working hours;
- Willingness to undertake hospitality training and additional training as necessary, and
- Willingness to perform other duties when necessary.

Terms and conditions of employment:

- The successful candidates will be hired on a contractual basis and will be based at the Official Accommodation. The contract will be for an indefinite duration with a probationary period.
- The salary for the position is €2,472.48 per month, paid locally on a monthly basis. Your salary will be paid to you directly by the employer. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- In accordance with the Dutch Holiday Allowance Act a holiday allowance currently equal to 8% (which may rise or fall in accordance with Dutch law) of the employee's annual salary will be paid to the employee in March each year.
- Hours of Attendance are agreed with the Ambassador, but generally from 9:00-17:00. Due to the nature of the work, the successful candidate will be required occasionally to work during evenings and weekends.

How to apply

Interested applicants for this position **must submit** the following (incomplete documentation will not be considered):

1. A current resume or curriculum vitae that provides;
 - Details of work experience to date; and
 - Names and contact details for two referees (Please note: we will not contact your referees without your prior permission)
2. A signed application letter in English specifically applying for this position and addressing the essential requirements as advertised.

Please send your application to thehagueemrecruitment@dfa.ie.

- The successful candidate must have a legal entitlement to live and work in the Netherlands prior to recruitment. A Certificate of Good Conduct ('Verklaring Omtrent Gedrag' (VOG)) will be sought in respect of individuals who come under consideration for appointment.
- No phone enquiries please. By submitting information electronically parties accept that data may not be fully secure.

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, The Hague is an equal opportunities employer.