

VACANCY AT AN OFFICIAL RESIDENCE OF A DIPLOMATIC MISSION

Steward/Housekeeper (Female/Male)

Under the supervision of the Employer or the authorized representative, the Steward/Housekeeper will perform the duties of the household including general housekeeping, serve guests at events, set tables for functions, assist the Chef when necessary and attend to needs of the household.

The work schedule for this position is: 50 hours per week

The monthly salary for this position will be US \$ 361.25

[Official Residence Staff salaries are denominated in U. S. Dollars and will be paid in Sri Lankan Rupee, using the official published exchange rate on the 20th of every month. The official exchange rate for October 20, 2022 is 1 USD = 362.00 LKR. This is a temporary revision and should not be assumed as an acquired right]

Qualifications Required:

- Studied up to G.C.E (O/L).
- A minimum of 2 years' experience in a similar position.
- Good working knowledge in housekeeping and service.
- Teamwork and flexibility to adapt to changing needs.
- Able to communicate fluently in English and Sinhala and/or Tamil.

(Please note that domestic employees who work in the capacity of official residence staff are not considered as employees of the embassy, but they are employees of the person in whose residence they work).

Interested candidates should e-mail detailed Curriculum Vitae (CV) including the below mandatory information:

1. Full Name
2. Current Address and Contact Number
3. Are you between ages 18-60? (Yes/No)
4. Have you studied up to G.C. E. O/L? If so, please state details.
5. Do you have 2 years work experience in the similar capacity? If so, please state details.

Your applications should reach us **on or before November 27, 2022 to ColomboERA@state.gov**

Please state **"Steward/Housekeeper"** on the subject line of the e-mail.

Please note, only shortlisted candidates will be contacted.