

# Vacancy Announcement

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**OPEN TO:** Any Qualified and Well-Experienced Individual

**POSITION:** Deputy Chief of Mission Residence Housekeeper

**OPENING DATE:** October 01, 2023

**CLOSING DATE:** October 14, 2023

**WORK HOURS:** Full-time; 48 hours/week | 8 Hours daily.

**SALARY:** JD 700 – 900 per month, dependent upon experience

The U.S. Deputy Chief of Mission's Residence (DCMR) is currently seeking a full-time Housekeeper 6 days per week for the Deputy Chief of Mission Residence. The selected individual will be hired under an annual, renewable contract. In addition to salary, the individual will receive an annual performance bonus equivalent to one month's basic salary, leaves, uniform, health insurance.

## **JOB DESCRIPTION**

The Employee agrees to perform Housekeeper services/duties for the employer at the Deputy Chief of Mission Residence (DCMR), Amman, Jordan. Such services/duties shall include but are not limited to, the following:

- Laundry and ironing for Deputy Chief of Mission and Household (daily).
- Laundry and ironing of all representational Linens.
- Cleaning the Deputy Chief of Mission Residence.
- Making Beds, Cleaning and dusting all rooms, hallways, and bathrooms (daily).
- Weekly cleaning Outside furniture (patio area).
- Help cleaning up before and after representational events.
- Daily cleaning of family kitchen (Floors, countertops, dishes, and weekly cleaning of refrigerator, pantry, and other work areas) and periodic deep cleaning of the representational kitchen.
- Empty wastebaskets, Transport other trash and waste to disposal areas.

- Report damage, theft and found articles to House Manager.
- Perform other duties as assigned by the house managers with good disposition.
- Replenish supplies, such as drinking glasses, linens, and bathroom items.
- Work Overtime in the evening and in the weekends as needed.
- Assist the Chef in food preparations, when asked for, if time permits.

## **REQUIRED QUALIFICATIONS**

1. Minimum 5 years of experience serving as a Housekeeper. Experience letter/s required.
2. Good level of English.
3. Willingness to work extra hours for representational events.
4. Excellent interpersonal skills including ability to work as part of a team.

## **REQUIRED DOCUMENTS**

1. Experience letter/s showing a minimum of 5 years of experience serving as a Housekeeper.
2. A list of contact details of 3 professional references.

## **HOW TO APPLY**

Interested applicants need to submit their CV's and any supporting documents including all required documents and any recommendation letters from previous employers (If any) to Human Resources Office electronically through [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov).

All applicants must write "DCMR Housekeeper" in the subject line of the e-mail or the application will be dismissed.

**CLOSING DATE FOR THIS POSITION: October 14, 2023.**

**The DCM is an Equal Opportunity Employer**