

# VACANCY AT AN OFFICIAL RESIDENCE OF A DIPLOMATIC MISSION

## Housekeeper/Laundrerer (Female/Male)

The Housekeeper/Laundrerer will be responsible for carrying out all general housekeeping and laundry related duties ensuring the highest standards of excellence, whilst maintaining professional and well-organized service for employer and for the needs of the household. The incumbent will assist when necessary and attend to needs of the household under the supervision of the employer or the employer's authorized representative.

**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 August 20, 2024 is 1 USD = 299.40 LKR. This is a temporary revision and should not be assumed as an acquired right]

### Qualifications Required:

- Should have attempted or sat for G. C. E. O/L examination.
- Prior experience in a similar capacity with at least 2 years of experience is required (preferably in the hospitality industry).
- Should be attentive to detail, possess the ability to multitask, be flexible and adaptable in order to handle the workload.
- Should uphold professional values, ethics, and integrity at all times.
- Should have extensive experience in using laundry detergents, cleaning equipment and laundry equipment.
- Should be able and comfortable working with pets (i.e., dogs and cats).
- Able to communicate fluently in English and Sinhala 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 attempted or sat for G.C.E. O/L Examination? If so, please state details.
5. Do you have 2 years work experience in a similar capacity? If so, state details such as name of employer, duration of employment, duties & responsibilities.
6. Your current/last monthly take home salary?

Interested candidates should e-mail their applications with a recent CV/biodata to ["ColomboERA@state.gov"](mailto:ColomboERA@state.gov) Please state **"Housekeeper/Laundrerer"** on the subject line of the e-mail.

Your applications should reach us **on or before October 13, 2024.**

*Please note, only shortlisted candidates will be contacted.*