



## American Consulate General, Chennai

December 21, 2015

### **Vacancy Announcement Number: ORE-2015-01**

<b>OPEN TO:</b>	<b>All Interested Candidates</b>
<b>POSITION TITLE:</b>	Residence Manager at Consul General's Residence
<b>OPENING DATE:</b>	December 21, 2015
<b>CLOSING DATE:</b>	January 8, 2016
<b>WORK HOURS:</b>	Full-time; 40 hours/week
<b>SALARY:</b>	Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: \*The hired employee will be paid by and work under contract with the Principal Employer. S/he will not be an employee of the United States Government.**

The Consul General's Residence at the American Consulate General in Chennai is seeking an individual for the position of Residence Manager.

Only applicants who are selected for the interview will be contacted.

### **BASIC FUNCTION OF POSITION**

- The employee manages an Official Residence Expense (ORE) staff of three-five employees and defines and supervises the day-to-day duties of each one. Ensures that the staff has proper uniforms and supplies to perform their jobs.
- Ensures that a yearly routine health examination is performed as directed by the Principal Employer.
- Handles and Supervises proper cleaning practices, table arrangements, serving and bartending.

- Assists in maintaining and purchasing food stocks and supplies.
- Ensures proper maintenance of the Residence, including furniture, linen, kitchen equipment, crockery and silver inventories. Manages general household product stocks.
- Ensures the swimming pool and its surrounding area are properly cleaned by the contractor. Assists in requesting cleaning supplies for the pool attendant. Provides guidance to Consulate gardeners on landscaping needs.
- Maintains household accounts (ORE and representational) as required by the Financial Management Center. Prepares representational vouchers for payment.
- Maintains time and attendance and overtime records and provides the Employer with an updated schedule of annual, holiday and sick leave taken by all ORE staff.
- Maintains inventories of representational alcohol. Provides a detailed inventory of ORE funded purchases to GSO on a monthly basis, with a copy to the Employer. Works closely with GSO to ensure non-expendable property items are appropriately inventoried. Return broken or old items to GSO for proper disposal. Is personally responsible for personal and U.S. Government property in the Consul General's residence, specifically silverware.
- In the absence of the Principal Employer/designee, welcomes visitors to the Residence. Makes proper arrival and departure arrangements. Ensures the well-being of guests and foresees their needs.
- Other duties as assigned.

### **Special Events**

- Estimates the requirements for social functions planned at the Residence and liaises with others involved with the event.
- Arranges additional wait staff as required.
- Assists with serving and bartending, as needed.
- Communicates with the General Services or Public Affairs Section when special equipment is required.

- Establishes outside vendors, discusses estimates, and ensures timely payment. Works with the Principal Employer/designee to establish menus and ensures proper outcomes.
- Oversees set-up, menus, serving needs and break-down of all events.

### **QUALIFICATIONS & SKILLS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College degree/diploma in hospitality or a management field preferred.
2. Five years of job-related experience.
3. Excellent interpersonal skills to ensure proper etiquette and protocol are used when dealing with VIPs and other guests.
4. Knowledge of international and local cuisines, as well as cultural dietary restrictions in order to prepare a variety of appropriate menus.
5. Ability to handle a full spectrum of responsibilities for formal and informal dinners, luncheons, breakfasts and receptions.
6. Must have cash management and accounting skills in order to maintain household records, take inventory, and process reimbursement vouchers.
7. Knowledge of table arrangements, settings and seating charts.
8. Computer and Internet research skills.
9. Fluency (read/write/speak) in English. Knowledge of Tamil is desirable.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae that provides the below information, **plus**
2. Any other documentation (e.g., certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **The resume or curriculum vitae must include the below information.**

- A. Position Title
- B. Vacancy Announcement Number
- C. Date of Birth
- D. Place of Birth
- E. Citizenship
- F. First, Middle, & Last Names as well as any other names used
- G. Current Address and phone numbers
- H. If foreign national, eligibility to work in India (work/residency permits should be attached)

- I. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition
- L. Language Skills
- M. Work Experience
- N. References

**SUBMIT APPLICATION TO:**

American Consulate General  
Attention: Management Officer  
220 Anna Salai  
Chennai 600 006

(OR)

FAX number: 28574455 / 28112020

(OR)

E-mail: [Chennai\\_HR@state.gov](mailto:Chennai_HR@state.gov)

**POINT OF CONTACT**

Vijaya Mahesh  
Human Resources Office  
Telephone: 2857-4000 / 2857-4115

Please insert "**Application for Residence Manager, CG's Residence**" in the Subject of the E-mail for electronic submission; or on the envelope, in case of print copy submission. Applications without the position title "Residence Manager, CG's Residence" will not be accepted.

**CLOSING DATE FOR THIS POSITION:** January 8, 2016

Approved: CG: Phillip Min  
Cleared: M: George Schaal  
Drafted: M/HR: Vijaya Mahesh