

U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

- OPEN TO:** All Qualified Candidates
- POSITION:** Official Residence Bearer-III
(Salary, including allowances, is approximately Tk.15,000 per month)
- OPENING DATE:** July 24, 2012
- CLOSING DATE:** August 6, 2012

The U.S. Ambassador to Bangladesh seeks a **Residence Bearer** to work at the Official Residence in Dhaka, Bangladesh.

BASIC FUNCTION: The **Residence Bearer** will assist the Head Bearer and other members of the residence staff with housekeeping, daily household activities, and preparation and service at large events.

MAJOR DUTIES AND RESPONSIBILITIES:

- Dust, vacuum and clean rooms; do laundry; polish silver and brass.
- Set the table, serve food and beverages, daily, and at large and formal events.
- Answer the phone, receive messages, and receive guests at the door.
- Recognize and report maintenance issues.

QUALIFICATIONS REQUIRED:

- **Education:** Completion of Secondary School Certificate (S.S.C.) (required)
- **Work Experience:** Minimum one year practical work experience in hotel, restaurant or household (required)
- **Language Proficiency:**
 - Ability to speak and understand English and Bangla fluently (required)
 - Ability to read and write basic English (highly desirable)
- **Skills and Abilities:**
 - Demonstrated ability and willingness to work as a member of a team (required)
 - Demonstrated ability to perform under pressure (required)
 - Willingness to work irregular shifts and overtime (required)
- **Residence and Work Permits:** Applicant must reside in Bangladesh and have all required work and/or residency permits.

TO APPLY:

Interested candidates are requested to submit the following:

This form must be completed in English. You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),
- II) A copy of Passport or Voter ID or Driver's License, and
- III) A copy of educational certificate as required.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the **Application for Employment form** either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500, x-2525

NOTES:

(1) This is not a U.S. Embassy position. The Residence Bearer will be a contract employee of the U.S. Ambassador.

(2) Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the Residence unless the Ambassador determines that it is in the best interests of his official function to do so.