



**EMBASSY OF THE UNITED STATES OF AMERICA
BANDAR SERI BEGAWAN**

Vacancy Announcement 10-16

The U.S. Embassy in Bandar Seri Begawan is seeking dynamic, action-oriented individuals for the following position:

Domestic Helper (Ambassador's Residence)

Salary: B\$7,200 - \$9,600 p.a

Duties: One of the main duties is to provide regular housekeeping, which includes sweeping, mopping, vacuuming, laundry, cleaning dishes and serving meals. Maintain the cleanliness and orderliness in the house. In addition to daily cleaning duties, to periodically perform errands, this will vary depending on the needs of the Ambassador and his family.

Requirements:

- At least high school graduate or completion of 2 years vocational course in any field.
- A minimum of 3 years' experience as a housekeeper or any related field.
- Level III (Fluent) Speaking/Reading in English is required.
- Good time management skills as well as the ability to work with minimal supervision.
- Well versed in operating manual and automated home appliances.
- Knowledge of safety practices.
- Dependable, accountable, honest and hard-working.
- Flexible to work on shift hours.

Please refer to the following website for more information:

http://brunei.usembassy.gov/job_opportunities.html

Candidates must be able to obtain a security clearance, pass a medical checkup and obtain a relevant pass to work in Brunei.

HOW TO APPLY: Applicants are invited to submit a completed DS-0174 application form along with their application letter, CV with full personal details, copies of all relevant academic qualifications and experience certificates to the following address or email at **BSBHR@state.gov by October 16th, 2016**. Please state the position you are applying for.

Note: A completed DS-0174 application form must be submitted. Only short listed applicants will be notified.

**Human Resources Office
American Embassy
Simpang 336-52-16-9, Jalan Duta BC4115
Brunei Darussalam**