

JOB ANNOUNCEMENT

We are seeking an individual for the Co-Residential Manager/Chief Cook position to work in the Chief of Mission's Residence of the U.S. Embassy.

OPEN TO: All interested candidates
POSITION: Co-Residential Manager/Chief Cook
OPENING DATE: April 3, 2012
CLOSING DATE: April 9, 2012

FUNCTION OF THE POSITION

Working with the Employer and residence staff in coordinating with the Protocol Assistant the scheduling of representational events; and supervising official/unofficial functions at the residence; Prepares lunch/dinner for guests as required (with owned initiatives); Supervising the residence staff for the preparation of above functions to include menu planning; food presentation and staff coordination during the events; Overseeing and supervising the residence staff on the preparation of large social events; Writing some correspondence and arranging the residence social calendar to maintain an up-to-date list of events; Preparing Residence Expense and representational vouchers, evaluating the performance of residence staff; Recruiting, screening and making hiring recommendations of new residence staff, when necessary; Purchases groceries and commissary items; Checks all areas of house, request for repair and maintenance as required.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
No. 110, University Avenue
Kamayut Township, Yangon, Myanmar (or) Send by e-mail to HRORangoon@state.gov

[Please include contact information: i.e. person, address, e-mail, telephone and/or fax number]