



## RE-ADVERTISEMENT

### DEPUTY CHIEF OF MISSION'S RESIDENCE, AMERICAN EMBASSY, NEW DELHI, INDIA

#### VACANCY ANNOUNCEMENT FOR RESIDENCE MANAGER AT DEPUTY CHIEF OF MISSION RESIDENCE (DCMR)

**OPEN TO:** All Interested Candidates

**POSITION:** Residence Manager, DCM's Residence\*

**OPENING DATE:** June 24, 2013

**CLOSING DATE:** July 12, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** 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.

**Applicants who applied earlier for this position against vacancy announcement dated May 13, 2013 need not to re-apply as their applications will be considered.**

The Deputy Chief of Mission (DCM)'s Residence at the U.S. Embassy New Delhi 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**

Overall responsibility of managing and running the Residence in order to maintain optimum levels of service and hospitality during events, visits and daily routine.

- Handle the planning and coordination of representational events: work closely with the Protocol Assistant in relation to event scheduling, guest lists and seating charts; plan for adequate event staffing; supervise furniture arrangements; prepare menus; order and purchase necessary items and supervise deliveries/caterers/outside contractors.

- Ensure high standard of food, service, and hospitality offered to guests.
- Oversee staff food preparation, handling, service and storage. Ensure sanitation procedures are followed in compliance with health, safety, cleanliness and hygienic standards. Ensure food is presented to guests in an appropriate and aesthetically pleasing way.
- Be present for all official and social events in order to oversee and manage operations and maintain service quality and control.
- Establish daily housekeeping routines and residence upkeep by supervising and managing the entire Residence team; liaise with the Embassy's General Service and Facilities Offices to ensure timely repairs and maintenance.
- Maintain all household expense and account funds, including the petty cash fund and residence purchase records. In coordination with the DCM's Office Manager (OM), prepare and assemble Official Representational Expense (ORE) vouchers and submit to the DCM's OM for DCM's signature and eventual reimbursement.
- Maintain an accurate and updated inventory of the cellar, kitchen and pantry and notify DCM when supplies need to be ordered.
- Ensure the needs of the DCMR ORE employees are met, their leave plans are approved in an equitable manner, their salary levels are appropriate, and that disciplinary issues are brought to the attention of appropriate officials. Also ensure that the staff quarters are well maintained and clean.

### **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 Management field required.
2. Minimum five years of job related experience.
3. Superior 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. Possession of cash management and accounting skills in order to maintain household records, take inventory, and process reimbursement vouchers.
7. Knowledge of table arrangements and settings and seating charts.
8. Computer and internet research skills.
9. Fluent English and Hindi language skills.

### **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. Notice period to current employer
- O. References

**SUBMIT APPLICATION TO:**

U. S. Embassy  
Human Resources Office  
Attention: HRO  
Shantipath, Chanakyapuri  
New Delhi 110 021  
Or  
FAX: 2419-8056  
Or  
E-mail: [NewDelhiOREVacancies@state.gov](mailto:NewDelhiOREVacancies@state.gov)

**POINT OF CONTACT**

Telephone: 24198716

Please insert “**Application for Residence Manager, DCM’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, DCM’s Residence” will not be accepted.

**CLOSING DATE FOR THIS POSITION: (July 12, 2013)**