

U.S. Ambassador in Iraq is seeking a candidate for the position of Residence Manager

BASIC FUNCTION

This position is responsible for the management of the co-located Ambassador (CMR) and Deputy Chief of Mission (DCMR) residences at the U.S. Embassy in Baghdad, Iraq.

Incumbent is responsible for close coordination with all other Embassy Sections that support the CMR and DCMR.

**Incumbent supervise both residences' staff members.
Evaluate contracts of each ORE staff member and the adjustment of the staff roles within both residences to accommodate the changing needs of the Ambassador and Deputy Chief of Mission.**

Arrange work schedule to ensure sufficient manpower for coverage of everyday official routine and special events.

**Set up detailed job descriptions and service standards for the staff.
Review previous performances and points out issues for future development and improvement.**

Establish and maintain spreadsheet to monitor steady cash flow for official residence expenses (ORE) and representational needs.

Work closely with the Ambassador, Deputy Chief of Mission, the Embassy Front Office and staff for advance menu planning, keeping a proper log of all official menus

Inspect all areas on daily basis for maintenance problems. Submit maintenance request forms as needed and keep tracking log.

Control inventory for food and beverage items, household and cleaning supplies, kitchenware, linens, and miscellaneous items.

**Please contact Embassy Human Resources Office for completed description of duties at:
BaghdadJobs@state.gov**

QUALIFICATIONS REQUIRED

Two-three years of professional experience in hotel management or similar service industry which includes supervision of staff and basic accounting skills required.

Strong interpersonal skills and the ability to work effectively with a wide range of persons of varying backgrounds.

Ability to use a computer for Word processing and basic spreadsheets

Willingness to work a flexible work schedule, including evenings and weekends.

Fluent English speaker

TO APPLY:

Interested candidates who wish to apply for this position must submit a current resume or curriculum vitae by emailing to BaghdadJobs@state.gov