



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

12-73

VACANCY ANNOUNCEMENT - JEDDAH

06/17/2012

OPEN TO	ALL INTERESTED CANDIDATES
POSITION	BUTLER - This is a non-United States Government (USG) position on contract with the occupant of the concerned USG Residence.
OPEN DATE	SUNDAY, JUNE 17, 2012
CLOSING DATE	OPEN UNTIL FILLED
HOURS	FULL TIME
SALARY	SR. 2,935 PER MONTH (BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Jeddah is seeking an individual for employment in country for BUTLER position at its Official Residence.

BASIC FUNCTION OF THE POSITION

Incumbent is responsible for running the official residence, caring for the needs of the occupant and family; and for service at representational functions, as required.

MAJOR DUTIES AND RESPONSIBILITIES

1. Act as head waiter/server and valet to official guests accommodated at the residence and to the occupant, as required.
2. Maintain the silver, official china and glassware of the residence.
3. Greet and serve guests, and oversees VIP guests quarters and the living space of the occupant.
4. Answer the telephone and takes telephone messages for the occupant and family, as required.
5. In the absence of the Cook and/or House-Person, substitutes for him/her.

6. Must be discrete about activities at Official Residence and be adaptable to accommodate any changes in the daily schedule.
7. Perform other duties as assigned.

SPECIFIC DUTIES TO INCLUDE

1. Maintain and clean the representational areas of the Official Residence.
2. Dust furniture and clean bathrooms on a daily basis.
3. Vacuum carpets and upholstered furniture on regular basis.
4. Clean windows and French doors.
5. Polish silverware, silver frames, etc.
6. Act as liaison employee with General Services Office (GSO) maintenance personnel.
7. Prepare work order for repairs.
8. Prepare procurements requests for light bulbs, etc.
9. Maintain inventory of tea supplies, and prepares orders for needed tea/beverage supplies.
10. Cook for occupant, family and guests in absence of Cook.

REQUIRED QUALIFICATIONS

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Education:** Completion of Elementary School or equivalent.
2. **Experience:** Minimum three years experience as a butler/valet/waiter.
3. **Language Requirements:** Level III (*Good Working Knowledge*) English (Speaking/Reading).
4. **Job Knowledge:** With a pleasant personality, the incumbent must be familiar with greeting and serving manners/protocol in addition to the telephone answering/message taking courtesies/manners.
5. **Skills & Abilities:** Cheerful, polite demeanor, superior skills as butler. Ability to set tables and serve; ability to tend bar; must be prepared to work long and irregular hours.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period **are not eligible to apply.**

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;

2. A current resume or curriculum vitae;
3. A clear copy of valid residence/work permit.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: Front Gate, Hail Street, U.S. Consulate General, Jeddah

By mail: Human Resources Office, P. O. Box 149, Jeddah 21411, Saudi Arabia

By e-mail: JeddahHR@state.gov

FAX: 02-669-3075 to attention of HR Office

DEFINITIONS*

1. Ordinarily Resident (OR):

- A Foreign National who is locally resident; and,
- Has legal, permanent resident/work status within the host country; and,
- Is subject to host country employment and tax laws.

CLOSING DATE: OPEN UNTIL FILLED

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR: SMRafi; PChakraborty

Cleared: CG: TDuffy; MGT: PCWilliams; D/HRO: EKBurkart; FMO: NBrown

Approved: MGT: DJesser