

VACANCY ANNOUNCEMENT ORE
U.S. MISSION, PAKISTAN– EMBASSY ISLAMABAD

THE U. S. GOVERNMENT IS COMMITTED TO EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT FOR ALL WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, SEXUAL ORIENTATION, DISABLING CONDITION, POLITICAL AFFILIATION, MARITAL STATUS, OR PRIOR STATUTORY, CONSTITUTIONALLY PROTECTED ACTIVITY.

TITLE: Housekeeper
LOCATION: Islamabad

Opening Date: December 14, 2012
Closing Date: December 25, 2012

BRIEF DESCRIPTION OF DUTIES:

Incumbent assists the First and Second Bearers in managing the household. The responsibilities of the housekeeper include maintenance of reception areas, guest quarters, private quarters, patio area, and scheduled window cleaning inside and outside. Incumbent serves as waiter, greeter, and /or dish washer whenever there is a large function at the Residence. Other duties may be assigned as needed.

REQUIRED QUALIFICATION:

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

EDUCATION: Completion of primary school (five years of education) is required.

EXPERIENCE: Minimum one year experience in related field. Previous experience of working with foreign missions or Expats in International Organizations.

LANGUAGE: Level II (Limited knowledge) of English and Level III (Good working knowledge) of Urdu are required.

TO APPLY:

Interested applicants forward their applications on the following GPO mailing address and should clearly mark the position title “Housekeeper ORE” on the envelope.

Post Box No. 1048, GPO Islamabad
Human Resources Office
U.S. Embassy Islamabad

Applications can also be submitted by email at PakJobs@state.gov. While submitting through email, title of the position “Housekeeper ORE” must be mentioned in the subject line.

LAST DATE FOR RECEIPT OF APPLICATIONS: December 25, 2012