

**Deputy Chief of Mission  
of the United States of America**  
is seeking an individual for the position of  
**House Manager/Keeper**

This position takes on many responsibilities to ensure a smooth running of the DCM household. The House Manager/Keeper performs both management and housekeeping duties which include, but are not limited to, the following:

- **Residence Management:** Manages and organizes all parties at the residence, ensures smooth running of all daily tasks, maintains inventories, prepares procurement requests for all official supplies needs, liaises with Embassy sections and service contractors for all repair work & events at the residence, works closely with the Chef and Gardeners to tend to DCM's family needs, does all the preparation work before events including hires additional help staff, shopping, waitressing, and setting up; other duties as assigned.
- **Housekeeping:** cleans daily and neatly maintains the residence including basement and garage, does all laundry and ironing needs, sets tables for events.

Minimum Qualifications:

- Completion of secondary school;
- 2 years of job-related experience;
- Fair English and good Polish;
- Basic computer skills;
- Flexibility, good interpersonal and organizational skills, understanding of social etiquette, discretion, a keen sense of cleanliness, can-do attitude, evening and occasional weekend work required, experience with event organizing and housekeeping preferred.

**Compensation: 4,559 zlotys** (monthly gross starting salary) and additional benefits.

- Your Application for Employment form or resume should reach the Embassy Human Resources Office by October 14, 2011.

For more details and Application Forms, please access our website  
<http://poland.usembassy.gov/poland/jobs.html>

Only candidates selected for an interview will be contacted within two weeks of the closing date.