



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

14-66

VACANCY ANNOUNCEMENT - RIYADH

05/29/14

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	BUTLER (<i>THIS IS A NON-USG POSITION ON CONTRACT WITH THE OCCUPANT OF THE CONCERNED USG RESIDENCE</i>).
OPENING DATE	THURSDAY, MAY 29, 2014
CLOSING DATE	THURSDAY, JUNE 12, 2014
WORK HOURS	FULL-TIME
SALARY	*ORDINARILY RESIDENT: SR.2,919 (MONTHLY BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES). THE SALARY WILL BE ADJUSTED ON PREVIOUS EXPERIENCE.

NOTE:

- **ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**

BASIC FUNCTION OF POSITION

Incumbent is responsible for assisting the Official Residence Director in running the official residence by answering residence phone, receiving guests at the door and leading them to reception area for the visitors, assisting with planning and organizing parties and events at the Residence, serving meals and drinks, performing waiter services related thereto, and coordinating with other Residence staff team members.

MAJOR DUTIES & RESPONSIBILITIES

- Oversees maintenance of the residence through the contract cleaning and gardening crew in maintaining the residence and its grounds.
- Assists Residence Director in maintaining calendar of residence events and list of necessary tasks and oversees their execution.
- Assists in shopping for beverages, food supplies and maintaining inventories for same.
- Maintains representational space at a high level of cleanliness and readiness for events.

- Assists in staffing/setting up all official events held at the residence.
- Responsible for receiving phone calls and taking messages for the employer and his official guests.
- Assists in cooking as well as serving meals and drinks to guests and arranging the table for serving needs.
- Acts as a member of Residence team, working together to accomplish all duties. Other duties as assigned.

QUALIFICATIONS REQUIRED

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

1. **Education**: Completion of high school is required.
2. **Experience**: Minimum five (5) years in a comparable position in a large residence is required.
3. **Language Requirements**: Fluent in spoken and written English essential; knowledge of Arabic useful.
4. **Other Skills**: Calm and efficient demeanor, ability to work under pressure and stay unscheduled hours, ability to anticipate problems and requirements, must be loyal and discreet, a passion for serving guests and collaborating with other staff. Excellent interpersonal and organizational skills and simple accounting skills required. Use of computer (MS Office) highly desirable.

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

SUBMIT APPLICATION AND ALL DOCUMENTS AS A SINGLE PDF ATTACHMENT

TO: HRORiyadh@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 01-488-3800