



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

14-65	VACANCY ANNOUNCEMENT - RIYADH	05/29/14
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OPEN TO	ALL INTERESTED APPLICANTS
POSITION	OFFICIAL RESIDENCE DIRECTOR (<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.10,833 (MONTHLY BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES)

NOTE

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

BASIC FUNCTION OF POSITION

Incumbent is responsible for directing and coordination of official residence household support for all events and special activities scheduled for the residence, and managing and supervision of the official household staff. Providing excellent service to all guests personally or through well trained staff.

MAJOR DUTIES & RESPONSIBILITIES

- Organizes representational events at the official residence, including breakfasts, lunches, dinners, and cultural events.
- Supervises cleaning and maintenance of the official residence and its furnishings.
- Supervises 5 housekeeping staff in consultation with the employer, including the setting of work and leave schedules, contract issues, salary and pay issues and evaluates their performance. Provides feedback to the employer.
- Leads the Residence team, motivating cooperative efforts to accomplish all duties.

- Prepares and submits representational vouchers for reimbursement of expenses within 24 hours following the event.
- Assists the Protocol Office when needed.
- Prepares seating charts for official events in consultation with Protocol office, if needed. Prepares and distributes place cards.
- Provides daily list of guests to the security officer.
- Orders flowers or other items for representational events.
- Maintains accurate accounts for all inventories, telephone logs and other records of activities for review at any time.
- Maintains all press clippings and photos, currently maintained in a loose-leaf file.
- Maintains beverages, linen and furniture storage systems and is responsible for ensuring that the residence is fully supplied at all times.
- Monitors and periodically reports on general condition of residence to the employer, to assure the residence and grounds are maintained in excellent condition, appropriate for representational events.
- Provides on-site direction of contractors, consistent with signed agreements.
- Any other reasonable task/s assigned by the employer or his/her spouse.

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 education (12 years).
- 2) **Prior Work Experience:** Minimum five years of prior experience of managing a senior official's residence including supervision of the residence staff.
- 3) **Language Proficiency:** Level IV (Fluent- reading, speaking & writing) in English language to be able to communicate fluently.
- 4) **Skills:** Must be highly organized and have excellent interpersonal and communication skills. Basic knowledge of office systems, such as Word, Excel, e-mail.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

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 residence/work permit.
3. Any other documentation (e.g. 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