



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

14-03

VACANCY ANNOUNCEMENT - DHAHRAN

01/09/2014

OPEN TO	ALL INTERESTED CANDIDATES
POSITION	HOUSE MANAGER- <i>This is a non-United States Government (USG) position on contract with the occupant of the concerned USG Residence.</i>
OPEN DATE	THURSDAY, JANUARY 09, 2014
CLOSING DATE	OPEN UNTIL FILLED
HOURS	PART TIME (30 HOURS/WEEK)
SALARY	SALARY WILL BE CALCULATED BASED ON A BASE SALARY OF SR. 2,741 PER MONTH FOR 40 HOURS/WEEK (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 US Consul General in Dhahran is seeking an individual for employment in country for part time House Manager Position at his Official Residence.

BASIC FUNCTION OF THE POSITION

The position of House Manager is located at the Official Residence of the Consul General of the United States of America, Dhahran, Saudi Arabia. The occupant of this position reports to the Consul General & his or her spouse but will be held fully accountable for the responsibilities and resources entrusted to him or her. The occupant of this position is expected at all times to be cognizant of the standards and requirements of the Consul General & his or her spouse & family and meet these standards and requirements in a professional manner.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide the highest standard of service to the Consul General & his or her spouse & family, extending the same to all guests.
- Greet and farewell callers, houseguests and guests attending official events.

- Ensure all rooms are ready for houseguests & assist houseguests with any requests.
- Prepare duty rosters each month and arrange leave for staff when necessary.
- Liaise with Housekeeper or Butler of valet duties for the Consul General.
- Maintain and supervise household cleanliness, which includes conducting inventory checks on silverware, glassware, crockery, cutlery, wine, spirits, etc.
- Report and submit work orders for any maintenance repairs to the residence.
- Organize and implement service and catering of all functions.
- Maintain cellar stocks.
- Procure household supplies, including cleaning equipment and chemicals within set budget & following the ORE guidelines.
- Submit Procurement Requests to GSO to purchase equipment for the residence, following procurement guidelines.
- Prepare monthly ORE voucher in conjunction with the Regional Financial Management Center (RFMC). Collect wages from the cashier on the last working day of each month and pay CMR staff.
- Prepare monthly wage statements and related paperwork for CMR staff as required.
- Prepare monthly household accounts for various vendors and reconciliation of these accounts with representational, ORE and personal expenses.
- Work with the Consul General & his or her spouse in conjunction with the Chef to ensure weekly menus & official menus are planned as required.
- Prepare all household representation vouchers for Consul General's signature, detailing all expenses incurred & send to RFMC for reimbursement.
- Collect receipts eligible for GST reimbursement and submit Employee GST Claim Form on behalf of the Consul General & his or her spouse for reimbursement by RFMC.
- Ensure CMR staff carries out security checks on all doors and windows & are updated with security procedures.
- Ensure the architectural & historical integrity of the residence is protected, maintaining that all wood floors, wood paneling, etc. are protected from permanent damage during redecorating, picture hanging, etc.

REQUIRED QUALIFICATIONS

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

1. **Education:** Completion of a two-year College degree.
2. **Experience:** Minimum of three years of experience as a butler/valet/waiter/assistant.
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 manners/protocol in addition to the telephone answering/message taking courtesies/manners.
5. **Skills & Abilities:** Cheerful, polite demeanor, superior skills as House Manager. 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, US Consulate General Dhahran

By mail: Human Resources Office, P. O. Box 38955, Dhahran (Doha) 31952

By e-mail: DhahranHR@state.gov

Telephone: 03-3303200 Ext 3086

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.

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.