# VACANCY ANNOUNCE WENT

## Consul General's Residence U.S. Consuble General, Hyderbad

**OPEN TO:** All Interested Candidates

**POSITION:** Residence Manager/Chef at Consul General's Residence

**OPENING DATE:** Monday, November 13, 2017

CLOSING DATE: Open until filled

WORK HOURS: Variable

**SALARY:** The salary range is between INR 30,000/- per month to INR

35,000/- per month

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.

The U. S. Consul General's Residence in Hyderabad is seeking an individual for the position of Residence Manager/Chef\*

### **BASIC FUNCTION OF POSITION:**

This position manages an Official Residence Expense (ORE) staff of two employees and defines and supervises the duties of each employee. The Residence Manager / Chef ensures that the ORE staff has proper uniforms and supplies to perform their duties. He / She helps to recruit, select, and train new ORE staff; ensures that ORE staff understands their contracts and allowances; and works with CG Hyderabad, Human Resources (HR), and the Budget and Fiscal Section (B&F) staff to ensure that ORE staff receives bonuses and other allowances in a timely fashion.

The position is responsible for managing the operations of the Consul General's residence, coordinating residence repair with Facility Maintenance Staff, coordinating with Property Management Office for removal and reinstating of furniture for representational and community support functions and coordinating with Protocol Office/Consul General's assistant concerning the CG's official schedule, representational guest lists and events, seating arrangements, representational vouchers, and ORE expense vouchers.

The candidate must demonstrate advanced cooking skills: must have experience as a chef or at least be a highly qualified cook, ideally Western as well as Indian food. The manager should be willing and be able to prepare meals for representational events and supervise the assistant cook. The residence manager should be able to prepare food for a sit down dinner event for 10 or 12 people and train household staff in proper table arrangements, serving, and bartending.

#### **QUALIFICATIONS REQUIRED:**

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

- 1. Strong social skills, etiquette and discretion to deal with constant flow of VVIPs, VIPs and quest's:
- 2. Three year minimum work experience demonstrating progressive levels of responsibility in the field as a chef or highly qualified cook, catering management, hospitality, or other similar field is required:
- 3. Strong command of English and also either Telugu or Hindi language (s) to deal with visitors, domestic staff and to assist in translation as needed;
- 4. A good knowledge of word processing, spreadsheets, and internet research is required:
- 5. Ability to supervise, work under pressure, and use one's initiative required;
- Table planning and table setting is required.

#### TO APPLY:

Interested candidates for this position should submit the following:

- 1. Letter of Application
- 2. DS-174 Application Form or a current resume or curriculum vitae that includes information requested on the DS-174 (the Employment Form DS-174 is also available at: <a href="https://in.edit.usembassy.gov/embassy-consulates/jobs/hyderabad/">https://in.edit.usembassy.gov/embassy-consulates/jobs/hyderabad/</a>; plus
- 3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

#### **SUBMIT APPLICATION TO:**

U. S. Consulate General, Human Resources Office 1-8-323, Paigah Palace, Chiran Fort lane, Begumpet, Secunderabad - 500003.

FAX: 4033-8301

E-mail: Hyderabadvacancies@State.gov

#### POINT OF CONTACT:

**Human Resources Office** 

Telephone: 91-40-4033-8300 ext. 8474 or 8478

Please insert "Application for Residence Manager, CG Residence" in the Subject of the e-mail for electronic submission; or on the envelope, in case of print copy submission. Applications without the above mentioned position title will not be accepted.