17-48	VACANCY ANNOUNCEMENT FOR RIYADH	09/10/2017
OPEN TO	ALL INTERESTED CANDIDATES	
POSITION	DCM RESIDENCE – HOUSE MANAGER	
	(THIS IS A NON-USG POSITION ON CONTRACT WITH THE OCCUPANT	
	OF THE CONCERNED USG RESIDENCE).	
OPEN DATE	SUNDAY, SEPTEMBER 10, 2017	
CLOSING DATE	MONDAY, SEPTEMBER 25, 2017 @ 1700 HRS (LOCAL SAUDI TIME)	
WORK HOURS	FULL-TIME	
SALARY	STARTING SALARY: SR 3,626 (MONTHLY BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).	
	THE SALARY MAY BE ADJUSTED BASED ON PREVIOUS EXPERIENCE/	
	QUALIFICATIONS.	

NOTE:

• ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK / RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

The incumbent will be responsible for managing and coordination of Deputy Chief of Mission Residence (DCR) household support for all events and special activities scheduled for the DCR, and managing and supervision of the DCR Official Residence Employees (ORE). The employee will be 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, cultural events, celebrations and other events, under the direction of the Deputy Chief of Mission.
- Supervises cleaning and maintenance of the official residence and its furnishings.
- Supervises three (3) ORE housekeeping staff in consultation with the DCM, 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 DCM's Residence team, motivating cooperative efforts to accomplish all duties in support of the mission of the DCM.
- Prepares seating charts for the DCM's official events in consultation with Protocol office, if needed, subject to approval by the DCM. Prepares and distributes place cards.

- Orders flowers or other items at DCM's request for representational events and for the DCM to take to official events or gatherings.
- Maintains accurate accounts for all inventories, telephone logs and other records of activities for review at any time.
- 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 Deputy Chief of Mission, to assure the DCR and grounds are maintained in excellent condition, appropriate for representation of the USA.
- Provides on-site direction of contractors, consistent with signed agreements.
- Any other reasonable task/s assigned by the DCMA 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) is required.
- **2. Experience**: Minimum three years of prior experience managing a senior official's (Ambassador/DCM) residence including supervision of the residence staff.
- 3. <u>Language Requirements</u>: Level IV (Fluent) in English language (speaking, reading and writing) to be able to communicate fluently with DCM and his/her spouse.
- 4. **Other Skills**: Must be highly organized and have excellent interpersonal and communication skills. Basic knowledge of office systems, such as Word, Excel, e-mail.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference eligible U.S. Veterans will be given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

HOW TO APPLY

Applicants must submit the following documents to be considered:

- 1. Curriculum Vitae (CV) that provides a complete description of education, qualifications and previous experience.
- 2. A clear copy of valid Saudi / GCC identity card or Iqama card / work permit.
- 3. Any additional documentation (e.g. educational certificates or copies of degrees earned, copy of essays, awards) that supports or addresses the requirements listed above.

WHERE TO APPLY:

<u>Please use the following subject line and format in your email</u>. Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

EMAIL SUBJECT: Riyadh-VA16-125-DCM RESIDENCE-HOUSE MANAGER

SUBMIT THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF FORMAT TO EMAIL ADDRESS <u>HRORIYADH@STATE.GOV.</u>

(Note: Multiple files will not be considered)

POINT OF CONTACT

Human Resources Office Telephone: (11)-488-3800