

The Embassy of the Kingdom of Belgium in Ethiopia is recruiting 3 multidisciplinary residential assistants (M/F/X)!

Eligibility

- You are at least 18.
- You are ready to work full time at the Embassy (Comoros Street, Yeka Sub-City)
- You have preferably experience in the job and its various roles

Description of the function and required skills

As a multidisciplinary residential assistant, you will be responsible (under supervision of the Ambassador and/or his spouse), inter alia, of the following tasks:

- in all rooms, dusting, hoovering and cleaning the floors with the appropriate products (depending on the surfaces)
- removing dust from furniture, objects and carpets and ventilating the premises
- clearing up
- maintenance of the appliances and disposal of waste
- care and storage of household linen and clothing (sorting the laundry, washing, ironing, folding and tidying, sewing, etc.)
- minor repairs
- reporting regularly upon the condition of the house/providing information about any possible damage or wear and tear to the furniture and buildings
- loosening carpets and fitted carpets
- polishing wooden floors and furniture
- washing and treating specific objects (wood, silver, tin, etc.)
- changing the sheets and making the beds
- cleaning windows
- plant care and maintenance
- going shopping (for food or other things) according to the available budget (to be written down) in order to replenish stocks
- supervising the logistical aspects of the activities
- correctly identifying and welcoming guests to the residence in accordance with the safety regulations
- managing the cloakroom during events and functions organized at the residence
- answering telephones and managing the schedules of external suppliers/stakeholders and supervising them during their presence, etc.
- preparing meals
- serving meals, snacks or drinks at the table or in the reception area
- setting the table, clearing it, managing the inventory of equipment, etc.
- cleaning the kitchen and the dishes
- Etc.

The selected candidate should, inter alia, have the following skills:

- Respect, courtesy, good verbal communication
- Flexibility
- Good knowledge of the basic rules of "etiquette"
- Have well done work at heart and a capacity to work rigorously and methodically

- Good command of Amharic and English
- Good relational skills
- Knowledge of cleaning and disinfection procedures
- Thorough knowledge of cleaning methods appropriate to the surface (in order not to damage it)
- Knowledge of the hygiene standards, cleaning products, their use and the risks involved
- Must be able to iron
- Etc.

What we offer

- The selected candidate(s) will be offered a one year local contract (renewable if expectations are met).
- The basic gross salary is approximately 420€ (paid in ETB in function of the applicable exchange rate).
- Intervention in some of the medical costs.

Selection procedure

- Bring your CV (and recommendation letters/references if any) to the Embassy (Comoros Street, Yeka Sub-city) OR send an e-mail with your CV (and recommendation letters/references if any) to addisababa@diplobel.fed.be with the following title : "Recruitment MRA GS3 2022 – YOUR NAME", before September 25 (Sunday evening, 11:59 pm). The applications received after this deadline will not be taken into consideration.
- The Embassy will then operate a first selection and establish a short-list.
- The short-listed candidates will then be invited for an interview at the Embassy.