



Recruitment Notice – Cook/House Manager/Cleaner

The Embassy of Ireland, Rabat is seeking a highly motivated, enthusiastic, self-starting and hardworking person to fill the role of Cook/House Manager/Cleaner at the official Residence.

Roles and Responsibilities

Cleaning/House Management

- Receiving, welcoming and serving official visitors and ensuring all arrangements are in place to offer hospitality
- Cleaning and tidying daily, including public and private areas of the Residence, and windows and balconies, so as to maintain the Residence to a standard suitable for official entertaining
- Prepare the residence / garden for official entertainment or events, and supervise set-up as necessary.
- Laundry, ironing, and arranging small clothing repairs and dry-cleaning as necessary
- General kitchen duties which will include cooking and catering responsibilities and any other related duties as required
- Purchase food for preparation and consumables and maintain accounts of same
- Maximising recycling and minimising energy use to the extent possible
- Liaising with external service providers to ensure the smooth running of the household, ensuring that maintenance schedules are met and supervising contractors while onsite.
- Managing and updating the Residence inventory (including proactively identifying and notifying wear-and-tear, and items in need of maintenance, repair, replacement or disposal for consideration of Ambassador; and monitoring stocks of consumables such as cleaning products, light-bulbs etc. and notifying when there is a need to re-order)
- Any other related duties that may be required.

Cooking/Food preparation

- Work with the Ambassador to coordinate meals in accordance with relevant dietary requirements and ingredient themes
- Develop menus and prepare catering for receptions and events hosted by the Ambassador
- Prepare meals and light refreshments for official visitors as required
- Kitchen management
- Ensure that the kitchen; store rooms and official areas of the residence are maintained in a clean and efficient manner
- Monitoring kitchen equipment and reporting maintenance issues
- Stock control and procurement of ingredients
- Liaise with Ambassador's PA regarding dinners and events the Ambassador is hosting



Essential Requirements

- Cleaning, cooking and house-keeping skills including a good understanding of the functioning and care of furniture, carpeting and household equipment and proper use of cleaning products
- Attention to detail
- Spoken and some written French or English
- Organisational skills and initiative
- Ability to follow instructions and implement routines as directed
- Good sense of how to present a Residence at its best
- Excellent interpersonal and Communication Skills

Start date:	As soon as possible
Location:	Embassy of Ireland, Rabat – Ambassador’s Residence in Soussi
Contract duration:	One year fixed, with one month probationary period. Permanent contract possible thereafter.
Working hours:	Up to 44 hours per week with some occasional hours including some evening and weekend work. Individuals unable to occasionally work out-of-hours should not apply for this post.
Salary:	Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account.
Annual Leave	20 days per annum
Eligibility:	Candidates must have a legal right to reside and work permanently in Morocco and will be subject to local employment and taxation law.
Closing date:	05 April 2024
Selection process:	<ul style="list-style-type: none">• Please send a Curriculum Vitae (CV) to RabatEmbassyExternalMail@dfa.ie before 17:00 on 05 April 2024, with ‘Cook/House Manager/Cleaner’ in the subject line.• It is planned interviews will take place in April 2024.

General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Security Clearance for Local Staff

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland in Rabat is committed to a policy of Equal Opportunity.