



EMBASSY OF DENMARK

Ambasada Kraljevine Danske

Housekeeper (m/f)

The Embassy of Denmark is seeking a housekeeper for

Ambassador's Residence

We are seeking a dynamic, positive, and professional full-time (40 hours) housekeeper for the Ambassador's Residence. The main duties include cleaning and general housekeeping duties at the Residence and twice-weekly cleaning duties at the Embassy.

You will be responsible for keeping the Ambassador's Residence and the Embassy clean and presentable at all times.

Main tasks and responsibilities include:

Residence:

- Daily housekeeping duties, i.e. cleaning, washing, ironing etc.
- Organise and keep storage rooms, cabinets etc. clean and tidy.
- Quarterly major cleaning, such as cleaning of windows etc.
- Assistance with preparation for official events hosted in the Residence, incl. setting tables, receiving guests, assisting in the kitchen, waiting on tables (for smaller functions) and post event clean-up.
- Managing household expenses and household stocks in close cooperation with Embassy staff.
- Maintaining and managing all assets within the Residence, incl. conducting inventories.
- Overseeing maintenance and other related matters in the Residence.
- Care for household plants and outside areas (balcony, terrace).

Embassy:

- Cleaning offices, desks, common areas, kitchen, bathrooms etc.

Required qualifications:

- Experienced housekeeper/cleaner from similar position.
- Basic English.
- Flexible, punctual, reliable, and independent.
- Positive with attention to detail.
- Good cooperation skills.
- Friendly and open-minded attitude.
- Able to act with discretion at all times.
- Available and willing to work evenings and weekends when needed, as dinner events and receptions take place in the evenings (under a system of re-distribution of working hours).

- Must be able to coordinate personal holiday and vacation schedules in accordance with the Ambassador's programme and needs.

Working for the Danish Embassy in Sarajevo will be an opportunity to be part of a dedicated group of colleagues, which aims at establishing a strong Danish diplomatic presence in Bosnia and Herzegovina. We offer an exciting, inter-cultural, busy, and dynamic work environment an attractive salary package as well as a safe and trusting work environment.

Please forward a short motivated application in English as well as your CV, proof of relevant education and experience, and recommendations (if any) to the following e-mail address: saramb@um.dk. Application and CV should be sent in one single pdf-file.

Deadline: 6 February 2025 (midnight).

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews expected to take place shortly after the application deadline. Only short-listed candidates will be contacted.

The selected candidates will be subjected to a security clearance check by the Danish authorities prior to employment.

Royal Danish Embassy, Sarajevo

Lokacija: Sarajevo
Datum objave: 24. Jan 2025.
Datum isteka: 06. Feb 2025.