

**Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-2020-001-ORE**

**OPEN TO:** All interested and qualified candidates  
**POSITION:** House Manager  
**OPENING DATE:** Tuesday: February 20, 2020  
**CLOSING DATE:** Open until filled  
**WORK HOURS:** Part-time; 20 hours/week  
**SALARY:** To be determined

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum is seeking qualified individual for the position of House Manager **in the Residence of the Chief of Mission.**

**MAJOR DUTIES AND RESPONSIBILITIES:**

EMPLOYEE will perform regular duties for the EMPLOYER including but not limited to:

- Manages all routines, schedules, and standards affecting the overall appearance and function of the residence.
- Serves as liaison between staff, Embassy, and family by phone and email.
- Staffs activities and events; greets guests upon arrival.
- Supervises waitstaff and ensures proper meal and event service.
- In coordination with the Embassy, monitors the day-to-day work of contractors.
- Responsible for representational inventory and for maintaining representational supplies.
- Shops for and maintains appropriate stock of all items necessary for smooth functioning of representational areas of the residence.
- Shops for and maintains appropriate stock of all items necessary to host representational events.
- Reviews financial records and receipts collected and prepared by Stewards and submits to Embassy for processing.
- Works with the cook to develop recipes, menus, and drink options.
- Ensures the daily cleaning and regular deep cleaning of front entry and representational spaces including bathroom, windows, and interior plants.
- Reports to the Chargé d'Affaires' Office Manager all needed repairs; monitors the progress of work; and updates the Chargé d'Affaires.
- Oversees daily cleaning and regular deep cleaning of personal space including bathrooms, windows, balconies and plants.
- Organizes and maintains all household storage areas.
- Responsible for cleaning and laundry supplies and products, and for maintaining paper supplies such as toilet paper, napkins, tissues, and trash bags.
- Responsible for remembering requests and preferences.
- Responsible for reporting any and all safety and security concerns.
- Monitors the daily performance of the Stewards and Cook.
- Performs other duties as assigned.
- EMPLOYEE will be held responsible for any deliberate damage to property.

SENSITIVE BUT UNCLASSIFIED

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education:** High School.

2. **Prior Work Experience:** Minimum two years in a customer service-oriented hospitality position.

2. **Language Proficiency:** Minimum English level III and good working knowledge of Arabic.

3. **Skills:**

- Must be experienced in event planning and management.
- Must have knowledge of good nutrition and menu planning.
- Must be experienced in household cleaning and the use of cleaning supplies and equipment.

**SELECTION PROCESS:**

- Applicants must be eligible for appointment under local government laws and regulations. Non-Sudanese residents must have a stay/work permit in order to be eligible for hiring.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire. A high degree of integrity and honesty is required. Police records will be checked.
- **Selected candidates must pass an interview and test period.**

**TO APPLY:**

**Interested individuals for this position must submit the following:**

1. Application for Employment (attached)
  2. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
  3. Applications may be submitted through:
    - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
- OR**
- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.

**POINT OF CONTACT:**

Human Resources Office  
U.S. Embassy, Khartoum  
Telephone: 249-1-870-22000

# Application Form for Employment as Domestic Helper

## PERSONAL DATA

Name (Last/First/Middle): \_\_\_\_\_

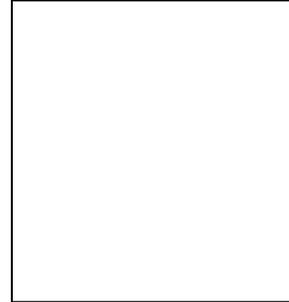
Other names used: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_

Place of birth: \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Remarried \_\_\_\_\_ Widow \_\_\_\_\_  
Divorced \_\_\_\_\_ Separated \_\_\_\_\_

Passport/National ID Number: \_\_\_\_\_



### PRESENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### WORK HISTORY:

1. Present employer

Dates of employment  
(Month/Year)

\_\_\_\_\_  
\_\_\_\_\_

Salary per month: \_\_\_\_\_

### 2. Previous employer - (Please list three recent ones. They may be contacted in order to provide information on work performance).

NAME OF EMPLOYER

TELEPHONE NUMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### KNOWLEDGE & SKILLS:

Cooking (Western European style) \_\_\_\_\_ Cleaning/Laundry \_\_\_\_\_ Shopping \_\_\_\_\_

Pet care \_\_\_\_\_ Children care \_\_\_\_\_

I certify that the information contained herein is correct to the best of my knowledge and belief.

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_