



Embassy
of the Federal Republic of Germany
Pretoria

The Embassy of the Federal Republic of Germany

has one vacancy for a

live-in housekeeper / butler (female/male) at the Ambassador`s residence

The position is available from 01 September 2021. Employment is subject to South African law and remuneration is customary to South African standards and according to the Embassy's salary scheme.

The first 6 months will be considered as a probation period.

Main duties:

- Residence management, including cleaning
- Hospitality management for events hosted at the Residence
- Managing household inventories, checking for repairs, overseeing work of contractors in the Residence
- Running errands and managing supplies

Requirements:

- At least Grade 12 (Matric) or a similar qualification
- At least 5 years of experience in the hospitality business
- Valid driving licence
- Good proficiency in English (oral and written), proficiency in German would be an advantage
- The applicant should be able to organize, be diligent and punctual, loyal, discrete and respectful of privacy and have a professional etiquette
- The applicant should be proactive, able to work in a team, cope with pressure and demonstrate a high degree of flexibility (incl. overtime) / be on standby

Your written application should include at least a summary of your background and previous job experience, copies of your qualifications, former employer reports, certificates, driving licence and a photo. Cut-off date for applications is **31 May 2021**.

Please forward your application to:

Embassy of the Federal Republic of Germany recruitments@pret.diplo.de

Subject: Application for residence vacancy; other subjects will automatically be deleted. Your application may not exceed 3MB.

Only email applications will be accepted.

Suitable candidates will be invited to a personal interview. If you have not heard from us by 15 June 2021, please assume that your application was unsuccessful.