



Job opportunity at the Embassy of Malta in Germany – Housekeeper

The Embassy of Malta in the Federal Republic of Germany invites applications for the post of **Housekeeper** at the Embassy of Malta on a full-time basis (40 hours per week).

The Employee will be chiefly responsible for maintaining a clean and organised environment within both the Embassy and the official residence of the Ambassador.

The housekeeper's responsibilities encompass several key areas of household management. A description of duties is included as an annex to this call for applications.

The prospective candidate should:

- be fluent in both German and English;
- be punctual and have effective management of working time;
- be able to work autonomously and with little supervision;
- possess a sufficient level of education;
- adhere to strict confidentiality guidelines, ensuring the utmost discretion at all times.
- Occasionally and when required to do so, assist with catering and related tasks during events and activities at the Residence and / or organised by the Embassy.

Experience in a similar work environment with a good track record will be considered as an asset when applying for the position.

Prospective candidates who, in the view of the Selection Board, best fulfil the above-mentioned criteria, will be shortlisted for an interview. The interview will be held at the Embassy of Malta at a date and time to be determined by the Embassy. The interview will be carried out in English.

Conditions and benefits:

- The initial annual gross salary is set at EUR 33,944, and it will increase incrementally each year until it reaches EUR 36,021.63 after three such increments have been granted. Further increments beyond the three years are also envisaged.
- Additionally, the Employer will provide a thirteenth-month bonus in December each year, which is equivalent to one month's pay. If the Employee has not completed twelve months of employment in a given year, he/she will receive a proportionate amount of this bonus.
- Working hours are 40 hours per week, with the possibility of financially remunerated overtime depending on the exigencies of work.
- The successful candidate will be entitled to 26 days of vacation leave on a pro rata basis.
- The work environment is dynamic and friendly, promoting a healthy work-life balance with the potential for growth.

Further information will be provided ahead of and during the interview.



The successful candidate will be expected to agree to a Non-Disclosure and Confidentiality obligation – as set in the contract upon start of his/her recruitment.

A letter of application in English or in German setting out, among others, the candidate's motivation for applying, is to be submitted by email to the Embassy of Malta through the following email address: maltaembassy.berlin@gov.mt together with a detailed curriculum vitae and references. Applicants as well as their referees may be contacted by the Embassy for verification of information provided.

Original certificates and testimonials are to be presented during the interview. The employment will be subject to an initial trial period of 6 months.

The call for applications, originally set to close at noon on Friday, 13 October 2023, has been extended and will close at noon on Friday, 10 November 2023.

Applicants must be in possession of a valid German work permit. The Embassy of Malta in Germany does not directly or indirectly support applicants in obtaining work permits.

Late applications **will not** be considered.

ANNEX

- Cleaning in the living areas. This includes dusting, vacuuming, sweeping, mopping and polishing the floors in all rooms.
- Maintaining the cleanliness of the bathrooms, including mirrors, toilets, showers and baths.
- Cleaning the kitchen, including wiping down appliances, counters, sinks and cabinet doors.
- Washing and drying dishes and putting them away.
- Handling cleaning equipment and tools.
- Changing bed linens and making the beds.
- Laundry management including washing, folding, and ironing clothes.
- Cleaning windows.
- Removing garbage and recycling.
- Restocking personal items such as toilet paper, tissues, etc.
- General tidying of rooms. This includes putting away toys, decluttering and light organising.
- Running errands for the family. This can include things like grocery shopping or dropping off dry cleaning and mail.
- Preparing meals for the family.
- Caring for pets.
- Light gardening chores.
- Reporting maintenance needs.
- Keeping track of cleaning supplies and letting you know when they are low and need to be replaced.