

Vacancy: House Manager to the Residence of the Danish Ambassador to Pakistan

Position: House Manager to the Residence of the Danish Ambassador to Pakistan

Type of employment: Full time on a local contract.

Starting date: As soon as possible

Location: Residence of the Royal Embassy of Denmark, F-6/2, Islamabad

Deadline for application: Monday 2 August 2021 at 17:00PST

The Embassy of Denmark is looking for a dynamic full-time staff member to join the Embassy team, working at the Ambassador's Residence. You will be part of a high-paced and ambitious work environment. You will be working independently, but also as part of a team.

You have a positive personality and ability to multi-task and you thrive in a highly energetic work environment where we continuously strive to support each other, work smarter and have fun with a high degree of personal responsibility. You are used to hospitality and committed to ensuring service, team spirit and discretion.

Main tasks and responsibilities

The House Manager is responsible for ensuring a representable and professional indoor and outdoor facilities in accordance with the values of the Danish Embassy attaching high importance to sustainability and professionalism.

The main place of work is the Residence of the Ambassador and occasionally at the Embassy of Denmark, Islamabad. Working hours are flexible and work during weekends and evening is required.

The main tasks and responsibilities include:

- Ensuring that the Residence and garden are operated smoothly and efficiently at all times.
- Responsible for servicing at events and meeting in close collaboration with residence chef.
- All housekeeping, including cleaning and laundering.
- Scheduling and supervising maintenance and repair work.
- Shopping for food, supplies and other requested items.
- Running errands.
- Occasionally cooking.

The Residence Manager is expected to work closely with Embassy colleagues to ensure smooth running of incoming meetings, guests and events as well as outdoor facilities and garden. The Residence Manager will also help maintaining good relationships with contacts including Pakistani Government officials, other Embassies, partners in business and civil society. Furthermore, the Residence Manager is expected to demonstrate discretion, team spirit and be ready to assist other teams at the Embassy in undertaking different tasks and assignments.

Requirements for the position

- 5+ years of experience in hospitality
- Experienced communicator and able to communicate effectively in both Urdu and English.
- Detail orientated with strong organizational skills, including ability to plan and deliver proactively and effectively.
- High ability to multi-task and keep an overview of multiple workstreams and responsibilities
- Have a collaborative approach to team working.
- Interest in learning about Denmark.

Employment conditions

- You will be offered full-time employment.
- Three (03) months' probationary period
- Flexibility and work outside office hours will be required.
- You will be entitled to four weeks (20 working days) of paid holiday per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.

Application and recruitment process

To apply for the position, please send your application in English (motivation letter, CV, proof of relevant education, recommendations and min. 3 references) no later than Monday 2 August 2021 at 17:00PST.

The Embassy of Denmark is obliged to follow EU-regulation regarding handling personal information (General Data Protection Regulation, GDPR) when we receive and process job applications. By submitting your application, you consent to the processing of your personal information in line with the [Personal Data Policy of the Ministry of Foreign Affairs](#).

Please send your application mail to isbamb@um.dk. Please refer in the subject line to: "Application for House Manager to the Residence. Your name".

The Embassy of Denmark 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 during August.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

Information about Embassy of Denmark

For more information about the Embassy of Denmark in Islamabad, please refer to our webpage: <https://pakistan.um.dk/>