



## **JOB OPENING Housekeeper**

The Consulate General of Ireland, New York is looking for an experienced, highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill the position of a full-time Housekeeper, at the Consul General's Residence.

<b>Position</b>	Housekeeper (Full time 40 hours)
<b>Location</b>	50 UN Plaza, New York
<b>Salary</b>	\$52,144 - \$59,966 (5 increments, based on satisfactory performance)
<b>Pension</b>	Benefit from a <u>Non-Contributory</u> Pension Scheme (Terms and Conditions apply)
<b>Paid Annual Leave</b>	20 days paid per annum, plus public holidays
<b>Health Insurance (medical)</b>	80% (Terms and Conditions apply)
<b>Access to Learning &amp; Development</b>	Yes
<b>Deadline for Application</b>	29 September 2025

Applications are invited for the position of Housekeeper for the Residence of the Consul General, New York.

### **Position details:**

The principal role is to maintain the official accommodation of the Consul General of Ireland in New York in a state suitable for representation, and to assist as appropriate with functions and events. The precise range of duties will vary over time according to the needs of the Consulate, but will include the following:

- Work closely with the Business Support Officer on all areas of residence management;
- Grocery shopping, budget and stock management;
- Maintenance of the kitchen, pantry and associated areas;
- General kitchen duties;
- Provision of light refreshments;
- Cleaning - full range of cleaning tasks including but not limited to dusting, vacuuming, mopping, laundry, linen management;
- Care and management of furniture;
- Assisting with set-up for functions and events, greeting of guests and coordination with the caterer;
- Service at dinners, lunches, receptions and other events;
- Reporting and managing maintenance issues;
- Supervising contractors at the Official Residence;
- Other duties as required from time to time and directed by the Consul General as necessary.

### **Key requirements candidates must be able to demonstrate:**

- At least 1 year Housekeeping/cleaning experience;
- Fluency in English;
- High degree of integrity and trust;
- Strong organisational and management skills;
- Excellent interpersonal and communication skills, to include written communication;



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- Reliable and ability to work independently and on own initiative;
- Excellent attention to detail;
- Willingness to perform other duties when necessary;
- Flexibility to undertake occasional work during evenings and weekends, with time off in lieu;
- The candidate must demonstrate using work based examples of providing excellent interpersonal skills, being persuasive, working in a team but also dealing effectively with people in external organisations;
- All applicants must have a permanent legal right to reside and work in the United States of America prior to hiring.

### **Terms and conditions of employment:**

- Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account;
- The successful candidate will be hired on a one-year fixed-term contractual basis (with an option to extend subject to satisfactory performance and Mission requirements) and will be based at 50 UN Plaza, New York.
- Contracts are governed by US labour laws, in accordance with US State and Local Employment Law.
- Please note that, where applicable, the Mission does not withhold taxes at source, therefore the successful candidate is responsible for all taxes including social security contributions.
- On request, successful candidates must be in a position to provide evidence of their compliance with applicable tax and social insurance obligations.
- The successful candidate will be responsible for making their own arrangements regarding local transport, health insurance and accommodation whilst employed by the Consulate General of Ireland.
- Hours of attendance will be as fixed from time to time, but will amount to on average not less than 40 hours per week. Where extra attendance is necessary, particularly for evening events, time off in lieu will be allowed.
- The position will have an annual leave allowance of 20 days per annum, adjusted where necessary *pro rata*.

### **To apply:**

- Please send a **resume (max 2 pages) and cover letter, accompanied by references** to [Recruitment.NYCG@dfa.ie](mailto:Recruitment.NYCG@dfa.ie) by 12pm on 29 September 2025, with the subject line ***Housekeeper Position***.
- No applications will be accepted after this deadline.
- Please note that only short listed applicants will be contacted.

### **Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview may be undertaken based on the Key Requirements above.
- It is planned that interviews will be held in October;
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- A panel may be set up depending on the calibre of candidates.



**An Roinn Gnóthaí  
Eachtracha agus Trádála  
Department of  
Foreign Affairs and Trade**

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**General Data Protection Regulation:**

All personal information received will be kept in line with GDPR guidelines.

**Security Clearance for Local Staff:**

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

***Please note that canvassing will disqualify applicants.***

***The Consulate General of Ireland New York is committed to a policy of equal opportunity.***