

# Job Announcement

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**DATE:** June 1, 2009

**OPEN TO:** All Interested Candidates

**POSITION:** **Residence Manager**

**OPENING DATE:** June 1, 2009

**CLOSING DATE:** June 15, 2009

**WORK HOURS:** Part-Time, 20 hours per week

**SALARY:** *Not-Ordinarily Resident:* AED 73,930 per annum  
(for 20 hours workweek schedule) *Ordinarily Resident:* AED 54,206 per annum (benefits are paid in addition to salary, if applicable)

*NOTE: All applicants must have the ability to obtain requisite UAE residency and work permits to be eligible for consideration.*

The U.S. Embassy in Abu Dhabi is seeking an individual for the position of Residence Manager (ORE) at the Chief of Mission Residence (CMR).

## **Major Duties and Responsibilities:**

- As an Official Residence Employee (ORE), responsible for the management oversight of Chief of Mission's Residence (CMR) and all planning and implementation for events held at the residence.
- Supervises all official residence household employees and ensures appropriate support for all social events (including representational and other official events).
- Coordinates and arranges events at the Ambassador's Residence with the Ambassador's Office Management Specialist, Protocol Assistant, GSO, RSO, and FMO. Acts as liaison between the Ambassador's Office, the Protocol Office and the residence.
- Prepares menus; supervises preparation thereof, oversees decoration, furniture arrangement, linen, serving and other duties attendant to managing official receptions, dinners, or other events. Other duties may include working with GSO or local service providers to obtain tables, chairs, tents; hiring temporary staff for functions.
- Instructs the cook about upcoming events, instructs other staff about luncheon, dinner and reception arrangements.
- Checks with the staff on the proper execution of duties, including day-to-day work activities such as cleaning, maintenance and preparation of non-representational meals.
- Inspects the silver inventory and wine cellar as well as the linen closets; investigates and reports on breakages, losses, above average wear and tear; prepares orders of foods and beverages to be imported or purchased duty free as needed.
- Manages ORE household staff, counsels the household staff when problems arise.
- Maintains good morale among residence staff.
- Monitors staff time and attendance, annual leave and sick leave slips.
- Maintains the financial records of the Residence. Prepares monthly ORE vouchers.
- Calls the Embassy's General Services or Facilities Management when maintenance crew is required to perform maintenance and/or repair work at the residence.
- Requests work to be performed by commercial companies.
- Available to supervise social events, including evenings and weekends, as required.
- Performs other duties as assigned.

## **Qualifications Required**

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

- a) **Education**: University level education with vocational training in office/hotel administration desirable but not required; secondary education mandatory;
- b) **Work Experience**: 5 years in a similar position in a hotel or similar institution desirable but not required;
- c) **Language**: Level IV (Fluent) English is required. Arabic is desirable but not required;
- d) **Abilities and Skills**: Basic knowledge of bookkeeping and Human Resources practices, Regional as well as American protocol, good interpersonal skills, supervisory skills; must be flexible and be able to manage a household and staff with a quickly changing agenda.
- e) **Knowledge**: Must be familiar with and apply all policies, procedures and guidelines governing the ORE program.

### **SELECTION CRITERIA:**

- Hiring is subject to funds availability.
- Hiring is subject to customary medical and security clearances and ability to obtain requisite UAE residency and work permit.

### **TO APPLY:**

**Interested applicants for this position should submit the following:**

- A current resume or curriculum vitae and/or any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO:**

**[AbuDhabiRecruitments@state.gov](mailto:AbuDhabiRecruitments@state.gov)**

**(Please note "Residence Manager" in the subject line of the email)**

### **DEFINITIONS**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**Closing Date for this Position: June 15, 2009**