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**EMBASSY OF THE REPUBLIC OF SOUTH AFRICA**

**DOHA**

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**Villa 11, Saha 100, Westbay, Doha Tel: +(974) 4485 7111**

**Email: [siwundlan@dirco.gov.za](mailto:siwundlan@dirco.gov.za)**

**10 June 2023**

**EXTERNAL ADVERTISEMENT FOR VACANT POSITION**

<b>Post Name</b>	:	Domestic worker/Qualified Cook
<b>Post Level</b>	:	<b>LRP1</b>
<b>Additional Benefits</b>	:	Annual Bonus and Medical Insurance
<b>Starting salary</b>	:	QAR45258.00 per annum (Based on experience & qualifications)
<b>Starting date</b>	:	Immediately
<b>Requirements</b>	:	A minimum of 5 years schooling PLUS Cleaning/cooking experience; Ability to work under extreme pressure; Ability to work above the stipulated hours of work when required; Good interpersonal skills; Must have good communication skills and proficiency in English (Speak, Read, Write) Ability to make and answer telephone calls when necessary and be courteous
<b>Competencies</b>	:	Ability to cook a variety of dishes High standards of personal and general hygiene Respect of privacy and confidentiality Must be willing to sign a contract of employment and Performance Agreement
<b>Basic Responsibilities</b>	:	To prepare and cook for official functions Daily Cooking and Preparation of meals for the Official Residence (Ambassador Residence) Assist the Senior Domestic Worker with cleaning of the Official Residence, when required. Official working hours will be determined by the Ambassador in line with the Embassy policy.
<b>Application Procedures</b>	:	Interested applicants must submit their application letters in English, accompanied by:  A comprehensive CV; Certified copies of all qualifications (Original will be requested from short listed candidates during an interview); Certified copy of valid Qatar Residency Permit; Valid Police Clearance Certificates from Qatar

References and Service certificates from previous employers

**Please note:**

Applications and relevant documents must be emailed to: [siwundlan@dirco.gov.za](mailto:siwundlan@dirco.gov.za) and copied to [mogaleT@dirco.gov.za](mailto:mogaleT@dirco.gov.za) or hand delivered at the Embassy.

All documents must be translated to English.

Selection Process: Please note that the Embassy of South Africa will contact and invite **only** the short-listed candidates for an interview.

Closing Date : 31 July 2023

Time : 16h00 (4PM)