



SOUTH AFRICAN EMBASSY : WARSAW, POLAND

ul. Koszykowa 54, Trade Centre 6th Floor, 00-675, Warsaw. Entrance from ul. Poznanska 2/4

Tel +48 22 622 1031/05

ADVERTISEMENT: VACANCY FOR DOMESTIC WORKER (Ref no: WARP1202)

Job purpose:

To maintain the residence of the Ambassador, e.g cleaning, cooking

Basic Salary:

45 010-00 PLN p.a.

Education/Job requirements:

- A minimum of 5 years of schooling and 1 year experience in cleaning/cooking
- Ensure cleanliness of the official Residence (Ambassador's residence), laundry, cooking, act as chef when need arises.
- Facilitating Purchase of Cleaning Material
- Prepare by-annual estimates of expenditure needed for the house and make recommendations to the Ambassador
- Perform minor duties in collaboration with Head of Mission.
- Must be able to adapt easily, have sense of urgency and initiative.
- Valid Police clearance certificate.
- Must have Basic English.
- Good communication skills, networking skills, negotiation skills, problem solving skills and diplomacy.
- Ability to work in a team and requires little direct supervision.
- Must be able to express self well verbally & in writing on routine /familiar issues.
- Must be honest, punctual, dedicated and self-disciplined.

Interested parties must complete the application for employment and submit (in a sealed envelope) their detailed CV accompanied by certified copies of academic credentials together with an ID/Passport size photo to the South African Embassy at the address mentioned above or send by registered mail. Applications sent after the closing date will not be considered. No emailed or faxed applications will be accepted.

N.B. *Correspondence will be conducted with applicants shortlisted for interview. If you don't hear from us 30 days after closing date you should consider your application unsuccessful. Please quote the post reference number in your application.*

Closing date: 18 November 2022

For enquiries, please contact:

Ms M Malongoane

Corporate Services Manager

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