



**JOB OPENING AT THE
EMBASSY OF SWITZERLAND, ACCRA**

Note:

- Commencing ASAP
- 80-100 % workload
- Local employment contract
- Medical insurance provided
- Employment requires security/health clearance

Accra, 19.08.2019

Job Description: **COOK, Steward/Stewardess, Housekeeper, Cleaner**

- Menu suggestions & preparing shopping lists and logistics for official invitations
- Professional cooking for official invitations
- Serving food and drinks
- Cleaning the residence of the Ambassador
- Arranging flower decorations
- Doing laundry and ironing
- Supervising external workers during repairs and servicing at the Residence

Required qualifications, skills, experience:

- Educational qualifications: Minimum: Senior Secondary School level, Desired: Higher National Diploma
- Professional qualifications: At least 3 years of working experience as a qualified cook
- Excellent organisation and practical skills, a loyal person with a high sense of integrity, service mindedness, maturity, a pleasant and forthcoming attitude.
- Multitasking & ability to work independently with minimal supervision
- Flexibility to work late in the evening or on week-ends (occasionally)
- Ability to work under pressure
- Fluent in English, speaking and writing
- Valid driver's license

Duration

Long term employment after probation, workload of 80-100% (to be negotiated)

Working hours per month

128-160 hours, regular work during evenings and occasionally on weekends

Start of employment:

As soon as possible

Job location:

Embassy of Switzerland
Hilla Liman Hwy/King Tackie Ave.
Corner of Kenneth Kaunda Rd
North Ridge, Accra

Please submit your CV, proof of relevant education, motivation letter, recommendation letters, references and supporting documents to: accra@eda.admin.ch.

Only applicants who are considered for an interview will receive an answer to their application. No enquiries will be answered. After completion of the process, the files will be destroyed.