



Embassy
of the Federal Republic of Germany
Riyadh

Riyadh, 01/04/2021

Advertisement of a Vacancy

Cleaner

The Embassy of the Federal Republic of Germany in Riyadh is looking for a part-time Cleaner (working hours: mornings from Sunday to Thursday) with effect of July 2021.

Duties and responsibilities include, but are not limited to the following:

- Maintain and keep rooms, windows and outdoor facilities in all parts of the premises clean and tidy
- Sanitizing kitchen and toilet areas, dusting and polishing furniture and fixtures
- Maintain the orderliness and cleanliness of the premises
- Using any cleaning equipment such as vacuums, mops and other cleaning tools
- Restocking supplies of cleaning products
- Maintain the laundry, ironing
- Set up arrangement of dinner parties and receptions together with technical staff of the Embassy
- Serving food, beverages and desserts on special gatherings
- Care of fine china, silver and crystal

Requirements for the position are:

- Good knowledge of English language (reading / writing)
- Basic knowledge of Arabic language /German language is of advantage
- Work experience, especially in the field of embassies is an asset
- Dedication and loyalty
- Good communication skills
- Flexibility
- Willingness to assist in any other Embassy duties/activities when the occasion arises, including overtime
- Knowledge of cleaning and sanitizing techniques and products

What do we offer?

- This position is offered as a part-time position (20,5 hours) on a local contract. The appointment will be on the basis of a one-year local contract which may be extended.
- You may look forward to an interesting job in a family-friendly and international team.
- You and your dependent family members will be offered reasonable coverage of sickness expenses.

Application:

Please submit your complete application documents

until 5th May 2021 at the latest

by e-mail – attachments only in pdf format to vw-s1@riad.diplo.de.

To be eligible for consideration, your application shall include:

- CV
- References, working certificates
- Copy of passport
- For non-GCC: Copy of Iqama/work/residence permit for Saudi Arabia

Please note:

Only complete applications can be considered.

Selected candidates will be invited for interviews (presumably mid of May)

These candidates must also present a certificate of “No Criminal Record” and pass security clearance by the German authorities as part of the selection process.

Unfortunately, we will not be able to acknowledge receipt of applications.

We will only be contacting candidates who will be invited to an interview.

We regret that we are unable to refund travel expenses arising from interviews.

We look forward to receiving your application!