



*Please address all correspondence
to the Ambassador*

**THE EMBASSY OF THE REPUBLIC OF MALAWI
BOTSCHAFT DER REPUBLIK MALAWI**

Ref.: ADM/9/1

16 November, 2015

ADVERTISEMENT FOR VACANCY

The Malawi Embassy in Berlin is looking for a suitable qualified and self-motivated person residing in Berlin to fill the vacant position of Housekeeper/Cook at the Official Residence on a 3 year renewable contract basis.

Responsibilities

- ✓ Taking full responsibility for cooking at the residence the
- ✓ Being responsible for the general security of residence with regard to closing windows and controlling access of visitors
- ✓ Receiving visitors at the front door
- ✓ Attending to telephone calls as and when required to do so
- ✓ Assisting the Ambassador's wife with shopping
- ✓ Cleaning and ironing clothes for the Ambassador's family
- ✓ General cleaning of the residence
- ✓ Making sure that all the rooms are in order and ready for use at all times
- ✓ any other duties that may be assigned from time to time

Qualifications and experience

- ✓ must have relevant qualifications in catering
- ✓ must be able to prepare/cook African dishes in addition to other European dishes
- ✓ must be able to communicate fluently in both English and German

- ✓ must be prepared to start work early in the morning and break off late from time to time.
- ✓ must be willing to be residing in the premises available at the official Residence full time due to the nature of the work
- ✓ Those who have worked before, as housekeeper/cook in a similar environment will have an added advantage

All applications together with CVs and three traceable referees should be sent to the Head of chancellery not later than 30th November 2015 at the following address.

Malawi Embassy
Westfälische Str 86
10709 Berlin
email: malawiberlin@aol.com