

VACANCY AT AN OFFICIAL RESIDENCE OF A DIPLOMATIC MISSION

Housekeeper/Laundrer (Female/Male)

We are seeking a skilled and dependable Housekeeper/Laundrer to join the residential staff team at our official residence. The selected candidate will be responsible for performing general housekeeping and laundry duties while maintaining the highest standards of cleanliness and professionalism.

Key Responsibilities:

- Perform all general housekeeping tasks, including indoor cleaning and outdoor cleaning not covered by the gardeners.
- Manage all laundry-related duties, including washing, ironing, and garment care for the employer.
- Attend to household needs and provide assistance as required.
- Work under the supervision of the employer or their authorized representative to ensure smooth household operations.

Work Schedule:

- Full Time - 50 hours per week

Monthly Salary:

- Rs. 112,984.87

Qualifications Required:

- Completion or attempted G.C.E. O/L examination.
- At least 2 years of prior experience in housekeeping and laundry services (preferably in the hospitality industry).
- Strong attention to detail, ability to multitask, and flexibility to adapt to workload demands.
- Professional values, ethics, and integrity must be upheld at all times.
- Extensive experience with laundry detergents, cleaning equipment, and laundry appliances.
- Comfortable working with pets (e.g., dogs and cats).
- Fluency in English and Sinhala or Tamil is required.

(Please note that domestic employees who work in the capacity of official residence staff are not considered as employees of the Embassy, but they are employees of the person in whose residence they work).

Application Instructions:

Interested candidates should email a detailed Curriculum Vitae (CV) including the following mandatory information:

1. Full Name
2. Current Address and Contact Number
3. Are you between ages 18-60? (Yes/No)
4. Have you completed or attempted the G.C.E. O/L examination? If yes, provide details.
5. Do you have at least 2 years of work experience in a similar role? If yes, provide details such as employer name, duration of employment, and key responsibilities.
6. Your current or last monthly take-home salary.

How to Apply:

Please email your application along with a recent CV to **ColomboERA@state.gov**. Please include **“Housekeeper/Laundrer”** in the subject line of your email.

Your applications should reach us on or **before August 03, 2025**.

Please note, only shortlisted candidates will be contacted.