

# WE ARE HIRING

A DIPLOMATIC RESIDENCE ASSOCIATED  
WITH U.S. EMBASSY PODGORICA IS  
SEEKING THE FOLLOWING POSITIONS:

**HOUSEKEEPER  
&  
PRIVATE CHEF /  
HOUSE MANAGER**

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INTERESTED APPLICANTS MUST SUBMIT THEIR  
APPLICATION BY E-MAIL (PREFERABLY IN ENGLISH)  
AND ANY ADDITIONAL DOCUMENTATION TO:

**PODGORICAORE@STATE.GOV.**

THESE VACANCIES WILL REMAIN OPEN UNTIL FILLED.  
THE SUCCESSFUL APPLICANTS WILL BE HIRED BY AN  
EMPLOYMENT COMPANY, BUT WORK AT THE  
RESIDENCE.

# HOUSEKEEPER

## POSITION OVERVIEW

The employee will work at an official diplomatic residence located in Podgorica under the direct supervision of the resident or designated representative.

They will be responsible for the overall housekeeping of the residence, the guest house, and outdoor social areas. They will manage and maintain inventory of cleaning and linen supplies.

They will assist with social events (preparation, serving meals and drinks, and perform wait services) and other duties (assist with official functions at other diplomatic locations).

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## WORK HOURS

Full-Time - Approximately 40 hours/week

## SALARY

EUR 1.200.00 gross/month based on a 40-hour work week. Additional benefits include 20 working days of annual leave, and the possibility of a yearly bonus.

## QUALIFICATIONS REQUIRED

### EXPERIENCE

Minimum of 3 years experience in a similar position or in customer service, preferably in a hotel or restaurant.

### LANGUAGE

Comfortable understanding and speaking English and Montenegrin.

### SKILLS & ABILITIES

Applicant must be able to work independently and have sound judgment. Must be able to work a flexible schedule and assist a variety of visitors and guests. Must be knowledgeable in cleaning and in the use of various cleaning supplies and equipment. Must have good serving skills. Must be discreet.

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**A background check will be required to be hired and to maintain continued employment.**

# PRIVATE CHEF / HOUSE MANAGER

## POSITION OVERVIEW

The Chef works under the direct supervision of the Employer or their designated representative at the residence. They work closely with other personnel when planning and organizing events in the residence.

Main responsibilities include: overseeing the preparation, presentation, and serving of food; coordinating catering staff and activities for special events; serving as bartender and waiter when required; carrying out regular shopping; preparing mileage logs, maintaining a small household budget, and purchasing items with petty cash.

The Chef will also maintain the overall cleanliness of the kitchen; advise on household inventory supplies or other duties as required such as assisting with functions at other diplomatic locations.

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## WORK HOURS

Full-Time - Approximately 40 hours/week

## SALARY

EUR 1,500,00 gross/month based on a 40-hour work week. Additional benefits include 20 working days of annual leave, and the possibility of a yearly bonus.

## QUALIFICATIONS REQUIRED

### EXPERIENCE

Minimum of 3 years experience working as a Chef or cook. Hospitality and catering experience is a plus. Experience/ability preparing European continental cuisine, including desserts. References appreciated.

### LANGUAGE

Can understand and speak excellent English as well as Montenegrin.

### SKILLS & ABILITIES

Knowledge of modern cooking techniques focusing on healthy, nutritious, and elegant meals; attention to detail, enthusiasm, good interpersonal skills, ability to work in a team; and possess a valid driving license.

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**A background check will be required to be hired and to maintain continued employment.**