

VACANCY ANNOUNCEMENT

Position Title:	Residence Manager
Opening Period:	February 11, 2019 – March 1, 2019
Salary:	HK\$17,000 per month (Starting Salary)
For More Info:	Please email: hrohongkong@state.gov
Who May Apply:	All Interested Applicants / All Sources
Security Clearance Required:	Local Security Certification
Duration Appointment:	Personal contract with the Consul General; on annual renewal contract basis

The work schedule for this position is:

- Flexible timing; minimum 30 hours and up to 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time (four weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes

Duties: The incumbent serves as the Residence Manager at the official residence of the Consul General. The incumbent coordinates representational events, handles logistics and financial requirements of the Consul General's residence operations and of representational functions and manages an ORE staff of 3 persons. The resident manager works closely with the chef, the Consul General's spouse, the Protocol Assistant and the Consul General's OMS. **Applicants must be willing to work during weekends, holidays and evenings. Work location is in the Peak.**

Qualifications and Evaluations

EDUCATION: 2 years of college education or host country equivalency is required.

Requirements:

EXPERIENCE: Experience in protocol, hospitality industry, event management or other experience directly related to the duties listed above is desirable.

JOB KNOWLEDGE: Knowledge of social/cultural/diplomatic customs in Hong Kong and the U.S., and familiarity with the leading Hong Kong and U.S. officials or business persons is required.

Evaluations:

LANGUAGE: Level IV (fluency) speaking/reading/written English is required. Cantonese is an advantage but not a requirement.

SKILLS AND ABILITIES: Demonstrate computer application knowledge of Excel spreadsheets is useful. Microsoft office is useful.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

BENEFITS AND WORKING CONDITIONS

Work days: 5 days per week

Annual Leave: 9 days per year

Sick Leave: Sickness allowance (based on local labor law)

Other benefits: Year-end bonus, medical insurance, life insurance, employee's compensation and retirement contribution (5%)

Public holidays: 17 days

Interested applicant, please email CV with expected salary to hrohongkong@state.gov

For more information and to apply, visit our website: [Job Announcements](#)