

## **VACANCY ANNOUNCEMENT**

The U.S. Embassy is accepting applications for the position of **Official Residence Manager (ORM)**.

The Official Residence Manager (ORM) manages the hospitality functions in the Chief of Mission Residence (CMR). The residence serves as the venue for a variety of functions, from working meals, informal small meals, large sit-down dinners, receptions for 30-500 guests, concerts, and other gatherings. In addition to serving as an event venue, the Residence serves as the living quarters for the Ambassador and his/her family. The incumbent manages a staff of nine employees who perform cooking, bookkeeping, cleaning, serving, and other day-to-day functions of Residence operation.

The successful applicant will have management experience in the hospitality industry. They should be knowledgeable about event planning, staffing, and execution. They should be able to lead a team to achieve excellence. They should be able to adapt, work well under pressure, and have strong interpersonal and communication skills. Must have very good computer skills. Must have strong project management skills and be able to manage several events simultaneously. Applicants must be fluent in English.

Salary is negotiable.

### **Application Process:**

Interested candidates should send their CV/resume to [PakJobs@state.gov](mailto:PakJobs@state.gov). Please use Official Residence Manager in the subject line.

The deadline for receipt of applications is October 05, 2017.