



VACANCY ANNOUNCEMENT

The Embassy of Denmark is hiring

Position: Housekeeper
Type of employment: Full time (flexibility to work either 35 or 40 hours)
Starting date: 1 February 2025 or soonest thereafter
Location: Residence of the Danish Ambassador in Vilnius (Old town)

Deadline for application: Monday 13 January 2025 at 15.00

The embassy is recruiting a service-minded housekeeper. As housekeeper you will be part of our Embassy team, mainly assisting the Ambassador.

You will have the overall responsibility for maintaining a clean and presentable residence. You will have a flexible workday with a high degree of independence in arranging your tasks. At a small embassy we all work together, and therefore you will also cooperate closely with other embassy colleagues, sometimes also outside of the residence.

Main tasks and responsibilities:

- Daily housekeeping duties, i. e. cleaning, washing, ironing etc.,
- Quarterly major cleaning, such as cleaning of the windows etc.,
- Assistance with preparation for the official receptions, i.e. setting the table for the guests before the receptions and tidying up after the reception,
- Taking care of inventory,
- Assistance with maintenance and repair works in cooperation with the embassy's administrative team
- Assistance related to events outside of the residence,
- Other minor tasks that may arise.

Required personal qualities:

- Ability to work in an independent and structured way,
- Good cooperation skills,
- Attention to both the overall maintenance and to details,
- Flexibility with regards to the working time and management of the duties,
- Friendly and open-minded attitude.

Required qualifications:

- Previous experience in similar field would be an advantage,
- Basic English language skills.

Salary and contract:

- Employment contract will be based on the Lithuanian Labour Law and Embassy Staff Rules, which are also in line with the Danish Labour Code.



EMBASSY OF DENMARK
Vilnius

- Salary according to qualifications and in accordance with the Embassy salary policy, starting from approximately 1.800 € pr. month (40 hour work week). Additional allowances will be considered according to qualifications.

Employment terms are in accordance with the Embassy Staff Rules. We offer flexible working hours, 25 working days of paid holiday, extra private health insurance and 24/7 coverage by the Danish MFA's Collective Private Accident Insurance.

The Embassy embraces equal opportunities for all and therefore welcomes applications from all qualified persons.

Further information and application:

You can read more about the Danish Embassy in Vilnius on our [website](#) or [Facebook](#) profile. For additional information on the vacancy, you are welcome to contact Vice-Consul & Head of Administration Agnė Turauskienė (phone no +3705 2648784 or e-mail agntur@um.dk).

Please submit your application, CV and possibly letters of reference in English before 13 January 2025 at 15.00 to Embassy email: vnoamb@um.dk with subject title "Housekeeper". Selected candidates will be invited for an interview after the deadline. The chosen candidate must present a "No Criminal Record" certificate.

Embassy of Denmark

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