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EMBASSY OF SWITZERLAND IN VIETNAM

Vacancy Announcement

EMBASSY OF SWITZERLAND IN HANOI

Chef/Cook at the Ambassador's residence

The Embassy of Switzerland in Hanoi is currently accepting applications to fill the position of Chef/Cook at the Head of Mission's Residence. Under the leadership of the Head of Mission and Spouse, and in close cooperation with the Residence Manager, you are responsible for the production of highest-level culinary events, meals and receptions. This is a full-time position.

Your main tasks:

- Prepare sit-down meals for up to 16 guests and larger buffets and cocktail parties serving up to 60 people or more.
- Prepare meals for the Ambassador and his family.
- Plan menus for parties and weekly meals.
- Must be familiar with different styles of cooking (e.g., European, Vietnamese, etc.), including seafood preparation.
- Responsible for the purchase and accounting of groceries, kitchen supplies, and cleaning supplies required for kitchen operation.
- Maintain accurate records of expenditures and record expenses for representational events.
- Responsible for kitchen operations, such as cleanliness (e.g., washing dishes, cleaning stoves, cabinets, floors, refrigerators, etc.) as well as for the proper maintenance of kitchen equipment.
- Assists with general house cleaning when the housemaid is on leave (housemaid has back-up responsibility to help in kitchen during large parties and when the cook is on vacation).

Your profile

- Completion of secondary school is required.
- Several years of experience as a chef in hotel, restaurant, Embassy or equivalent location
- Must be inventive and flexible; must be able to respect a budget; must be able to adapt or "upgrade" a private meal to an official representational meal with little notice.
- Flexible working hours. Ready to work occasionally on weekends and public holidays if necessary.
- Impeccable hygiene and food safety.
- Rigorous and accurate accounting.
- Loyalty and discretion.
- Good working knowledge of English. Knowledge of German or French is an asset.

We offer

- Attractive working conditions with a competitive salary and benefits package.

The Embassy of Switzerland in Hanoi is a value based equal opportunities employer, appointing on merits by open competition.

How to apply:

If you are interested in this position and fulfil the eligibility requirements above, kindly submit a complete application dossier, including your CV and a cover letter in English or French detailing your motivation, any relevant school/training certificates and - if applicable - reference letters to: hanoi@eda.admin.ch (Subject: Chef/Cook Ambassador's Residence)

Application deadline: **December 31, 2023**

Only short-listed candidates will be contacted for an interview.

The Embassy regrets that it will not be able to answer phone calls regarding this vacancy or the applications submitted. Thank you in advance for your understanding.