



British Embassy
Yangon

British Embassy Yangon
80 Strand Road
PO Box 638
Yangon

Tel: +95 1 370863
Fax: +95 1 370866

[British Embassy Yangon - GOV.UK](https://www.gov.uk/foreign-embassies/yangon)

Housekeeper (S3)

(Deadline for application: 17 July 2025)

The British Government is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender identity, religion, sexual orientation, age, veteran status or other category protected by law. We promote family-friendly flexible working opportunities, where operational and security needs allow. The FCDO operates an agile workforce and to facilitate this, you may be required to undertake other duties from time to time, as we may reasonably require.

Job Description (Roles and Responsibilities)

Main purpose of job:

The main purpose of job is to support smooth running of the British Residence in Yangon, projecting a positive image of the United Kingdom, by demonstrating high standard of general housekeeping, serving at the events and assisting the Residence Manager in other duties.

Roles and responsibilities / what will the jobholder be expected to achieve

- Ensure the rooms, cupboards, toilets and surfaces are always clean by performing a variety of cleaning activities such as sweeping, mopping, dusting, and polishing.
- Carry out deep cleaning of the corridors on a rotational basis.
- Protecting equipment and making sure there are no inadequacies.
- Check stocking levels of all consumables in the rooms and replace when appropriate.
- Maintain awareness of the condition of the Residence. Report maintenance and other issues to the line manager and Technical Work Group.
- Occasionally oversee contractors as a guided.
- Serving tea/coffee and breakfast.
- Serving food /beverages at the official events.
- Greet guests on arrival at the main door, providing a professional welcome.
- Occasionally assist in Laundry operations.
- Must be able to work outside of conditioned hours to cover events.
- Provide excellent support to the Residence Manager and work well as a team with other staff.
- Adhere strictly to rules regarding health and safety and be aware of any FCDO-related practices.

Essential qualifications, skills and experience

- We require candidates to have substantial qualifications in cleaning and housekeeping with at least 5 years' experience, with proven record of working within professional network of International or diplomatic environment.
- Ability to work with little supervision and maintain a high level of performance.
- Skills in prioritization and time management.
- Excellent knowledge of spoken and written English.

- Desirable qualifications, skills and experience
- Experience in food/beverage service within hospitality.
- Experience of serving at events.

Required behaviours

Delivering at Pace, Managing a Quality Service, Working Together

Type of Position

Full-time

Hours of work

48

Number of Vacancies

1 vacancy

Other benefits and conditions of employment

The British Embassy Yangon offers a competitive remuneration package, including salary, benefits, leave entitlement of 22 days per annum (calculated in pro rata).

Employment offers are subject to successful clearance of pre-employment and security checks. Staff recruited locally by the British Embassy Yangon is subject to Terms and Conditions of Service according to local employment law.

No accommodation or relocation expenses are payable in connection with this position. All candidates must be legally able to work and reside in the country of the vacancy with the correct visa/work permit status or demonstrate eligibility to obtain the relevant permit. Any costs related to obtaining or renewing permits and visas are the responsibility of the successful applicant.

Employees who are not liable to pay local income tax on their Mission salary may have their salaries reduced by the equivalent local income tax amount.

Learning and development opportunities (and any specific training courses to be completed):

The British Embassy Yangon is committed to learning and development. The successful applicant will have opportunity for on-the-job training and job shadowing.

Working Hours:

Monday – Saturday 08:00 – 17:00 (with one hour lunch break)

Other information:

The FCDO also operates an agile workforce. To facilitate this, you may be required to undertake other duties from time to time as we may reasonably require.

Additional information

Additional information

Please visit [MYR - Housekeeper, S3 - FCDO](#) in order to apply.

All the applications must be submitted before 17 July 2025, 23:55 at Myanmar Standard Time.

Please be aware that the deadline for submitting applications is considered to be the time zone for the country where the vacancy has arisen.

We advise you to allow enough time to complete and submit your full application since only applications completed and submitted before the deadline will be considered.

Note: All applicants are required to mandatorily fill the online application form completely including the employment and educational details, experience, professional skills and behaviour-based questions. We will be thoroughly reviewing the applications and incomplete form in any respect may not be considered while shortlisting for the next stage.

Only shortlisted candidates for interview will be contacted. Interviewees will be assessed on the core behaviours/qualifications listed above. Unsuccessful candidates will be notified via the system in due time. Appointable candidates who were unsuccessful may be placed on a 'reserve list'. If during the reserve period of 6 months the same or a largely similar role becomes available, that role may be offered to the second or subsequent candidate.

To ensure a successful application it is important that you explain how you demonstrate these behaviours, including through your experience. You are strongly advised to read the [Success Profiles: Civil Service behaviours](#) which provides detailed guidance on how the behaviours are defined.

Applicants are encouraged to use the STAR (Situation, Task, Action, Result) format to prepare specific examples of when they have demonstrated these behaviours in their application. Using the STAR format to provide evidence of your skills and experience in your application and at interview helps to give a structure. You briefly describe the situation in which you showed the behaviour, and then explain your task in addressing the situation, what action you took and the result of this.

For inclusivity and diversity, please remove the following personal information when uploading your CV: name, address, email address, age, date of birth, gender and nationality.

The start date mentioned in the job advert is a tentative start date and the successful candidate will be required to undergo security vetting procedures. Any offer of employment will be subject to the candidate achieving suitable clearances.