**The Danish Embassy in New Delhi is looking for a “Residence Manager” to work in Ambassador’s Residence**

**Position:** Residence Manager

# Type of employment: Full time position

**Starting date:** As soon as possible

**Location:** Residence of Ambassador of Denmark, 24 Amrita Shergill Marg, Lodhi Estate, New Delhi 110003

c/o Royal Danish Embassy, 33-B, Dr S. Radhakrishnan Marg, Chanakyapuri, New Delhi -110021

**Deadline for application:** 30th June 2025

# Reporting to: Ambassador/Head of Chancery

The Embassy is seeking to recruit a Residence Manager for Ambassador’s residence. The Residence Manager ensures the smooth operations of the Ambassador’s Residence through management of the housekeeping staff and the Chef, coordinating services and deliveries, assisting with event planning and preparing, maintaining expense records and accounts. He/she makes decisions on behalf of the Ambassador and ensures the Residence staff upholds the Ambassador’s standards. The Residence Manager is expected to be present at the Ambassador’s residence during all official daytime and evening events and may be required to be present for events on weekends as well. He/she reports directly to the Ambassador or a person designated by the Ambassador.

You will be part of the Embassy’s Administrative team. The team consists of a Head of Chancery as Team Lead and other local employed administrative staff.

**Main tasks and responsibilities of Residence Manager will be to assist in:**

* **Management of the residence:** Ensuring cleaning of the residence including representational area, kitchen etc., overseeing the maintenance of residence, garden and inventory. Decoration of residence for events incl. purchase of decoration material etc.
* **Management of the housekeeping team:** establishing and overseeing housekeeping schedules, attendance and leave management and reporting on the team’s performance.
* **Supervision of the housekeeping team:** for setting up the tables, selection of flowers, linens arrangement of furniture and ensuring its upkeep.
* **Organization of events:** Coordination and organization of events in the residence (luncheons, dinners, receptions etc.). Working closely with the Management Secretariat regarding scheduling events and preparing guest lists.
* **Preparing event menus**: Plan event menus together with the chef, and check the purchase of the food supplies (quality, price).
* **Budget planning and management of expenses:** manage event expenses and other miscellaneous expenses including but not limited to the kitchen supplies.
* **Inventory:** Maintenance and inventories of assets, kitchen supplies etc. within the residence.
* **Sustainability:** promoting sustainability in tasks.

**Required qualifications**

* Bachelors in Hospitality Management with five years of relevant working experience.
* Talented in organization, welcome culture, service and detail-orientated.
* Experienced in supervision and able to coach cleaning, service and sommelier tasks.
* Be a team worker with a “hands-on” attitude and able to work proactively and independently.
* Should have work ethic, stress resistant, perseverance, precision with an eye for detail, reliable and be discreet and confidential.
* Readiness to work in evenings and at times on weekends.
* Mastering of key office tools, in particular Word, Excel and Power Point.
* Knowledge of verbal and written English and Hindi.

## Desired qualifications

* Previous experience of working in the same capacity.
* Fluency in one or more Indian languages

## We offer

* An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks
* A large degree of self-dependence
* Focus on on-the-job learning and competence development.

## Employment conditions

* You will be offered full time employment on a local contract based on the relevant legally binding labour market rules of India
* 13th month salary
* Your salary will reflect your qualifications, relevant experience and proven work-related results in accordance with the Salary Policy of the Embassy
* You will be entitled to 25 days of paid holiday per year
* As part of your salary, you will be enrolled in the EPF-scheme
* Standard working hours are 48 hours per week
* Medical coverage (80:20, where 80% of the medical expenditure is reimbursed by the Embassy)
* The salary range will be between INR 65,000 to INR 85,000 depending on years of experience and last drawn salary.
* Temporary housing in apartment in staff quarters of the residence will be provided free of cost.

## Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education) should be sent to Head of Chancery Ulrik Jørgensen and HR and Administrative officer Nibedita Sengupta at delambrecruitment@um.dk marked **“Residence Manager”** no later than **Monday, 30th June 2025.**

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying [(http://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-ofdenmark-personal-data-policy)](http://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy). By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, sexual orientation, religion, age or disability.

Only successful candidates will be contacted. Please refrain from applying if you do not have the required qualification. Selected candidates will be invited for interviews – expected to take place in July.

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

## Questions

For any questions regarding the position, please contact HR and Administrative officer at delambrecruitment@um.dk.

## About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers India and the concurrently accredited countries of Sri Lanka, Maldives, Nepal and Bhutan. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 70 employees, 18 of whom are posted from the Danish Ministry of Foreign Affairs. The residence has 5 employees. The Embassy has a flat management structure.