EMBASSY
OF BELGIUM
IN KINGSTON

Embassy of Belgium
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Jamaica
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Kingston@diplobel.fed.be

VACANCY

The Embassy of the Kingdom of Belgium in Kingston

is looking for a

Multidisciplinary residential helper

Your tasks:

- Be responsible for the cleanliness of the Residence of the Ambassador and its surroundings:
    - General cleaning of all rooms in the house in coordination with the other residential helper.
    - Clearing up
    - Cleaning the kitchen and the dishes
    - Maintenance of the appliances and disposal of waste
    - Care and storage of household linen and clothing
    - Reporting regularly on the condition of the house/providing information about any possible damage or wear and tear to the furniture and buildings

- Be responsible for the general management of the household. In this context, be flexible and follow instructions that may vary from day to day:
    - Going shopping (for food or other things) according to the available budget (to be written down) in order to replenish stocks
    - Preparing light meals
    - Cleaning of carpets
    - Polishing wooden floors and furniture
    - Washing and treating specific objects (wood, silver, tin, etc…)
    - Changing the sheets and making the beds
    - Cleaning windows
    - Plant care and maintenance

Do you fit this profile ? :

- The ability to start as soon as possible
- Be able to work in a team, be service-oriented, be reliable and act with integrity, be flexible and able to adapt to changes in various situations.
- A keen eye for detail and a strong sense of responsibility
- Be eligible to work in Jamaica

Expected experience

- At least 3 years of experience in a similar role.
- Previous experience in a diplomatic environment is an asset.

What do we offer:

- A half-time contract (20 hours per week) with a probationary period.
- The salary and benefits will be discussed upon application.

Starting Date :

- As soon as possible

How to apply?

Send your application and supporting documents (cover letter, CV, proof of work permit if required) to the attention of the Head of Administration at Kingston@diplobel.fed.be

with the Subject line as: "[SURNAME + NAME] – Multidisciplinary residential helper - Kingston."

Deadline for submissions: 16 October 2026 by 11:59pm local time.

Only shortlisted candidates will be contacted with further information.

A date for an interview or other tests if deemed necessary will be communicated later.

The position is open to all. The Embassy pursues a policy of diversity, non-discrimination and equal opportunities.