

## NOTICE OF VACANCIES

The Embassy is in need of the following:

**A. Position:      Consular Clerk**  
**Salary:            Minimum Wage**

The ideal candidate should possess organizational skills; knowledge of basic computer operations; and a good command of spoken and written English. Experience of working in a customer-facing service environment and the ability to work as part of a team would be to the applicant's advantage. University or College degree is not required but would be an advantage.

Regular working hours from 0900H – 1800H, Mondays to Fridays, except legal holidays.

Applicant must be a citizen of the Philippines, has a valid visa status that allows him/her to work in the UK, and has no criminal record.

**B. Position:      General Utility Man (GUM)**  
**Salary:            Minimum Wage**

The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work, i.e. performs general cleaning and minor maintenance duties in maintaining the building; operates cleaning equipment; makes minor carpentry, electrical, mechanical and plumbing repairs - basic knowledge would be to the applicant's advantage.

Also includes the provision of assistance to staff and visitors as necessary and checks building at the beginning and end of shifts.

Regular working hours from 0900H – 1800H, Mondays to Fridays, except legal holidays.

Applicant must be a citizen of the Philippines, has the necessary work permit or a valid visa status that allows him/her to work in the UK, and has no criminal record.

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Interested applicants may send their CV and copies of passport data page and valid UK visa/work permit via email address [embassy@philemb.co.uk](mailto:embassy@philemb.co.uk) or in person with the Administrative Officer **before 15 December 2017**. All documents submitted will be treated with full confidentiality.

Applicant/s coming in person may proceed to the Reception Desk of the Philippine Embassy at 6 Suffolk Street, London SW1Y 4HG.