



Vacancy Announcement

Embassy of Switzerland in Bangladesh

The Embassy of Switzerland in Bangladesh invites qualified candidates to apply for the position of a chef at the Residence of the Ambassador of Switzerland.

Starting date: 15 March 2026

Duties and Competencies

Culinary Responsibilities

- Organization and preparation of private meals and beverages (breakfasts, lunches, and dinners), including grocery shopping
- Organization and preparation of food and beverages for official meals and receptions held at the Residence, including grocery shopping
- Ensuring proper storage of food and beverages according to HACCP
- Maintaining cleanliness and orderliness of the kitchen
- Cater at the residences of other diplomats of the Embassy

Household & Administrative Duties

- Maintenance and proper use of kitchen and household appliances
- Keeping the cash box and maintaining an expenditure record book
- Occasional supervision of repair and maintenance work at the Residence
- Availability to work long evening hours during official events

Back-up Duties to the Bearer/Housekeeper

- Providing support to the housekeeper and assuming full responsibility for household duties during the housekeeper's absence, including cleaning, ironing, plant care, and related tasks

Other Responsibilities

- Providing ad-hoc support at the Swiss Residence as required
- Performing other related duties as assigned by the supervisor, when deemed necessary

Required Qualifications

- **Education:** Secondary School Certificate (SSC) from the Bangladesh Education Board
- **Professional Experience:**
 - Minimum of 3 years of international cooking experience
 - Previous experience with the UN organizations, Embassies, or expatriate households is an advantage
- **Language Skills:**
 - Good to moderate speaking and writing skills in both English and Bangla

The Embassy of Switzerland offers a competitive salary and benefits package in a diverse, professional, and dynamic working environment.

Candidates who fulfil these requirements are invited to download and complete the **FDFA Application Form** (<https://www.eda.admin.ch/countries/bangladesh/en/home/news/open-job-vacancies.html>) and send it, along with a letter of motivation, including recommendation letters, to the following e-mail address: dhaka.jobapplication@eda.admin.ch.

The closure date for applications is 14.01.2026. Only shortlisted candidates will be contacted for an assessment.

The Embassy of Switzerland is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or any other identity or status features.