



The Embassy of Switzerland in Indonesia is the official representation of Switzerland and covers all matters concerning diplomatic relations between the two countries. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture. The Embassy promotes the Swiss economy in Indonesia, Swiss exports and tourism. It implements the Swiss economic cooperation and development strategy in Indonesia. The Ambassador is also accredited to the Association of Southeast Asian Nations (ASEAN) and to Timor-Leste. The Embassy is actively involved in implementing the ASEAN Switzerland Sectoral Dialogue Partnership.

In order to strengthen our team we are urgently looking for an Indonesian national for the position as

Facility Technician

Your duties and responsibilities:

- In charge of repairs and maintenance (electrical installations, A/C systems, water treatment, ground keeping)
- Plan, manage, supervise and monitor maintenance work by suppliers
- Support the expatriate Head of Technical Service in up keeping the facilities of the Embassy compound and the Ambassador's Residence
- Supervision of 7 support staff members
- Procurement of services provided by contractors, spare parts and consumables
- Vehicle management: Responsible for three office vehicles, ensure the timely maintenance, verification of monthly invoices for fuels and maintain statistics
- Act as a substitute of the Head of Technical Service in case of absence
- Technical support in event management in coordination with the Social Secretary of the Ambassador

Essential qualifications:

- Bachelor degree in electrical engineering or equivalent
- 5 years working experience in building maintenance and repairs of apartment complex or business office in a middle or senior position
- Has a variety of technical skills in particular in electrical installations, information & communication technology, plumbing and air-conditioning systems
- Very good English and Bahasa Indonesia skills, both spoken and written
- Good IT skills (Microsoft Office applications)
- Excellent communication and interpersonal skills
- Able to work flexible hours to accommodate sporadic higher work loads
- A valid driving license is required (SIM A and SIM C)
- Experience in monitoring construction works and / or relevant project- and procurement experience is preferable
- Previous work experience in a diplomatic mission or international organization is an advantage

We offer excellent working conditions as well as a competitive salary with attractive social benefits in a dynamic and international environment. This position will be based in Jakarta.

Interested candidates who fulfill our selection criteria are requested to submit the required [FDFA job application form](#) (please download it from our website) along with a [motivation letter](#) by e-mail with subject line: "Facility Technician – Your Full Name".

E-mail: jakarta.application@eda.admin.ch

Website: <http://www.eda.admin.ch/jakarta>

Please note that due to the high volume of applications we receive, we may not be able to respond to all emails / enquiries. Only shortlisted candidates will be contacted for further assessment.

Application Deadline: 22.10.2024