



18.06.2025

Embassy of Switzerland in Jordan: Job Vacancy

As the official representation of Switzerland accredited in the Hashemite Kingdom of Jordan, the Embassy covers all matters concerning the bilateral relations between the two countries. It represents Swiss interests in the areas of political, economic and financial affairs, consular affairs, humanitarian aid, development cooperation, legal arrangements, science, education and culture. Moreover, the Embassy umbrellas the Swiss Cooperation Programme for the region, including Jordan, Syria, Iraq and Turkey.

Caretaker – 100 %

The Caretaker is responsible to provide, to a high standard, cleaning & maintenance services for the Embassy of Switzerland and the Ambassador's residence. The Caretaker oversees day-to-day property maintenance of the residence. He/she assists for non-official and official receptions at the Switzerland when required.

Duties & Responsibilities

The Caretaker:

- Ensure that the premises of the Embassy and the Residence (outdoor area incl. garden) are visibly clean, tidy and in good condition.
- Understanding of the general devices at the Embassy and the Residence and report any issues to the head of support team (heating system including diesel level, ACs, Water tanks level, lights, solar system, pool pumps and filters ...etc.)
- Pool maintenance and cleaning at Residence
- Carry out small repair works
- Maintenance of garden (Cutting, planting, watering ...etc.)
- Working as a waiter in the embassy official events
- Cleaning of the embassy and residence garages, basements area staircase and the outdoor bathrooms.
- Replacement of the Cleaning person during his/her holidays/absences at the Embassy.
- All employees are expected to fulfil tasks not included in their TOR or task list if deemed necessary by the Supervisor or the Ambassador.

Others:

- Respects the privacy of Ambassador's family, applies absolute discretion and confidentiality
- Works with integrity and honesty
- Thorough sense for hygiene and orderliness.
- Has no reticence as to using ingredients central to Swiss cuisine, such as alcoholic beverages, pork etc.

Skills

- Excellent command of English and Arabic
- Ability to work autonomously if needed
- Flexibility
- Ability to work under pressure and to embrace challenges
- Willingness to take responsibility and to continuously improve
- Team player and service orientation, fits well into a small team and feels co-responsible for the smooth cooperation in an inter-cultural setup.
- Basic computer skills (MS Office)

Experience and Education

- Relevant work experience
- Experience within an international environment is an asset.

We offer

- Diverse, creative and stimulating work environment
- Further training opportunities
- Competitive salary and social benefits

Place of work: Amman, Embassy of Switzerland
Length of contract: Unlimited
Beginning: 15.07.2025 or by agreement
Deadline: 28.06.2025

Please submit your application (CV& motivation letter) in English.

Important note:

Any applications not received through the recruitment sites will not be considered.

www.akhtaboot.com