



**EMBASSY OF SWITZERLAND IN VIETNAM**

## **Vacancy Announcement**

### **EMBASSY OF SWITZERLAND IN HANOI**

#### **Handy-man or- woman/Technician**

The Embassy of Switzerland in Hanoi is currently accepting applications to fill the position of Handyman-or -woman/Technician. This is a full-time position.

#### **Your main tasks:**

- Perform routine maintenance, repairs, installations, and equipment upkeep at the embassy and residence.
- Maintain the cleanliness of the Residence yard and garden, as well as its balconies stairways and annexes.
- Ensure all machines, security systems, and essential equipment function properly.
- Conduct regular inspections, proactively address issues, and respond to urgent repair requests.
- Provide basic IT support for communication systems and computer equipment.
- Advise the Operations Manager on security and safety issues, recommending improvements.
- Respond to maintenance requests and emergencies as directed.
- Maintain accurate records of all maintenance activities and equipment status.

#### **Your profile:**

- Minimum of 5 years of relevant work experience in a similar role.
- Strong knowledge of basic repair and maintenance techniques, with the ability to diagnose and fix a variety of issues.
- Readiness to carry out repetitive maintenance and cleaning work.
- Proficient in the safe use of power and hand tools.
- Understanding of electrical and plumbing principles, with a strong commitment to safety rules and practices.
- Rigorous, confidential, and trustworthy individual.
- Good command of English or French, with strong communication skills.
- Ability to work effectively both independently and as part of a team.
- Basic computer skills, including the use of communication software, word processing, and spreadsheet applications.

#### **Benefits:**

The position offers a competitive salary, comprehensive benefits and a supportive work environment.

The Embassy of Switzerland in Hanoi is a value based equal opportunities employer, appointing on merits by open competition.

#### **How to apply:**

If you are interested in this position and fulfil the eligibility requirements above, kindly submit a complete application dossier, including your CV and a cover letter in English or French detailing your motivation, any relevant school/training certificates and - if applicable - reference letters to: [hanoi@eda.admin.ch](mailto:hanoi@eda.admin.ch) (Subject: Handy-man-or - woman/Technician)

Application deadline: **31.08.2024**

Only short-listed candidates will be contacted for an interview.

The Embassy regrets that it will not be able to answer phone calls regarding this vacancy or the applications submitted. Thank you in advance for your understanding.