



## **AUSTRALIAN EMBASSY**

### **Job Vacancy – Maintenance Officer /Handyman**

The Australian Embassy in Amman is seeking an energetic, pro-active and service-focussed person to work in the Embassy's property section, to commence as soon as possible.

#### **Duties:**

##### **Property**

- Under direction of Property Services Manager, assess the source of maintenance problems and make recommendations on the most cost effective solution
- Undertake maintenance repairs under the direction of the Property Services Manager and ensure quality maintenance service outcome.
- Supervise the work of outsourced contractors, including gardeners, maintenance contractors and pest control services provider at residential properties
- Carry out cyclical prevention maintenance for Diesel and Gas boilers, smoke detectors, generators and water filters and fire extinguishers at residential properties
- Supervise the refill of Diesel and Gas at the Chancery and residential properties
- Arrange for provision of utilities and other services in the Chancery and residential properties, including liaison with providers and follow up
- Assist in moving furniture and other items as requested.

##### **Administration:**

- Ensure all maintenance purchases are undertaken in accordance with DFAT procurement policies
- Obtain quotations from different suppliers related to property items and services
- Assist in the disposal of surplus Embassy assets and stores in accordance with Australian Government finance regulations
- Maintain work health and safety standards (WHS) in Chancery and residential properties and report any non-compliance to the supervisor
- A good English communication skill is preferable.

The job is demanding and would require work on weekends and after working hours

Salary will be based on skills and experience. All new staff are employed on a fixed term contract basis, and will be initially engaged for a three month probationary period.

Applications must include: (1) a short resume, and (2) the contact details of at least two work referees. Please forward applications no later than **COB 28 February 2016** to:

**Job Vacancy –Maintenance Officer/Handyman**

**Australian Embassy**

**PO Box 35201 – Amman 11180**

**Fax: 580 7001**

**E-mail: [amman.applications@dfat.gov.au](mailto:amman.applications@dfat.gov.au)**

**Incomplete or late applications will not be accepted. Any enquiries should be directed to the above email address.**

**The Australian Government is an equal opportunity employer.**