



## Facilities & Maintenance Officer – Full Time

The Embassy of Switzerland in Canberra is seeking a **Facilities & Maintenance Officer** to join its team on a full-time basis. You will be part of a small, supportive and highly motivated team that values collaboration, professionalism and a positive working environment.

This hands-on role is responsible for the day-to-day operation, maintenance and upkeep of the Embassy's buildings, Residence and compound, including contractor coordination and support for official events. Occasional driving duties are also required.

The successful candidate will have the option to live on the Embassy grounds in a spacious three-bedroom apartment with a large terrace, offered at a discounted rent.

### Key Responsibilities:

- Plan, coordinate and oversee routine and non-routine maintenance and repairs of buildings and infrastructure, including grounds, HVAC systems, security systems, plumbing, pool and pond maintenance, mechanical and electrical systems (including solar panels).
- Conduct regular inspections of buildings and the compound, identify maintenance issues, and recommend practical and cost-effective solutions, including sustainability and energy efficiency considerations.
- Carry out minor repairs and general maintenance tasks (e.g. replacing light globes, cleaning gutters, minor painting and touch-ups).
- Coordinate, supervise and monitor external contractors and tradespeople, including scheduling, access, quality control and follow-up.
- Support the implementation of the Embassy's sustainability and environmental initiatives.
- Assist with security and safety management, including regular checks of alarm systems, gates, cameras and safety equipment, and supporting staff awareness.
- Procure maintenance-related supplies and materials and review supplier invoices for accuracy and compliance.
- Prepare the Residence and facilities for official events, including moving furniture, setting up equipment and providing logistical support, and returning areas to normal use afterwards.
- Ensure entrances, driveways, parking areas and paved surfaces are clean and well maintained, and support gardening tasks when required.
- Perform occasional driving duties for the Head of Mission or other Embassy staff, as well as basic care and maintenance of Embassy vehicles.

### Selection Criteria:

- Proven hands-on experience in facilities maintenance or a related trade background (e.g. electrician, plumber, carpenter or similar).
- Sound understanding of building services and infrastructure, including heating and cooling systems, water, lighting and security systems.
- Strong organisational skills with the ability to prioritise tasks and work independently.

- Ability to coordinate contractors and manage multiple tasks simultaneously.
- Fair computer skills, including Microsoft Outlook, Word and Excel.
- High level of reliability, discretion and professionalism.
- Ability to work effectively in a small team environment.
- Comfortable working in a household environment with pets (the Ambassador's Residence is home to a dog).
- Full Australian driver's licence.
- Valid working rights in Australia.
- Professional experience in Switzerland is an advantage.
- Availability from **16 March 2026** or by agreement.

**How to Apply:**

Please submit your application, including a motivation letter, CV, relevant work certificates (where available) and referees, to Ms Daina Larsens, Embassy of Switzerland, by **22 February 2026**.

[daina.larsens@eda.admin.ch](mailto:daina.larsens@eda.admin.ch)

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