



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.

Housekeeper – 100 %

The Housekeeper is responsible to provide, to a high standard, cleaning services for the Embassy of Switzerland. The cleaner works under the supervision of the Head of Support Team.

Duties & Responsibilities

- Cleaning the offices, staircase, corridors and toilets/bathrooms
- Cleaning the kitchen (dishes, cutlery and cafeteria area)
- Preparing coffee and tea for the guests, support the team during/after events at the Embassy
- Follow all hygiene, health and safety standards & regulations
- Replacement of the other cleaning personnel during holidays/absences at the Embassy

Skills and other requirements

- Good command of English and Arabic
- Thorough sense for hygiene and orderliness
- Ability to work autonomously if needed
- Flexibility and ability to work under pressure
- Highest level of integrity, honesty, trustworthiness and mature personality
- Great team player, good personal, social and communication skills

Experience and Education

- Jordanian Citizens preferred
- Minimum 5 years of relevant work experience (in an international environment is an asset)
- Solid knowledge of hygiene/cleaning standards and of cleaning chemicals/supplies

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

Contract Beginning: 15.07.2025 or by agreement

Application Deadline: 28.06.2025

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

Important note: Any applications not received through the recruitment site will not be considered.

www.akhtaboot.com