



The Embassy of Switzerland in The Hague is recruiting a **FACILITY MANAGER (100%)**

We are looking for a motivated **Facility Manager** in charge of all building-related maintenance activities. You will be responsible for preserving the good condition of the infrastructure and conducting minor repairs and maintenance work. You will ensure that facilities are safe and well-functioning at all times.

Profile:

You should have successfully completed at least secondary or equivalent studies; have a background in building services or a technical or logistical education.

You are interested in planning; coordinating and supervising the repairs, you cannot do yourself.

You have good logistics and computer skills.

You are a well-organised, solution-oriented and independent worker who proactively advises the management on technical issues.

You are fluent in English and Dutch. (Command of a Swiss national language such as German, French or Italian would be an advantage, but is not a requirement).

You have a valid driver's license and you preferably do not live too far away from your assigned work place in The Hague.

Duties and responsibilities:

- Ensure that the facility is fully operational with all utilities functioning properly
- Schedule and supervise maintenance repair work and assist with checking installation and servicing building equipment
- supervise all installations (water, heat, electricity, alarm system, etc.) and refurbishment
- Ensure compliance with local regulations and coordinate safety inspections
- Assist with energy management
- Order material and other necessary equipment; maintain stock levels and parts; obtain quotes, compare and advise the management.
- Maintain ongoing communication with contractors, clients, and team
- Willing to work outside normal working hours (evenings and weekends) on certain occasions. A small part of this position includes the replacement of the Ambassador's driver when he is on holidays and/or to support the Embassy as a second driver during official delegations' visits and other peak periods.

Please note that the employment contract is subject to the regulations applicable in the Netherlands. The Embassy of Switzerland offers **a good remuneration package** with holiday allowance, end of year bonus, pension fund, transport allowance and inflation compensation.

Interested candidates should send their C.V. and letter of motivation **until 20 February 2023**, to the following email address: thehague.bewerbungen@eda.admin.ch