

Embassy of Japan in Sweden

The Embassy of Japan in Sweden has a vacancy for a maintenance personnel. Please see below for the details.

1. Place of work

Embassy of Japan in Sweden
Gärdesgatan 10, 115 27 Stockholm, Sweden

2. Working days and hours

- (1) Monday to Friday 9:00-17:00
- (2) Lunch break 12:30-13:30

3. Commencing date

As early as August 2024

4. Main duties:

- (1) General maintenance of buildings of the Embassy chancery and residence, and equipment and facilities installed wherein. It includes, among other things, daily routine checkup, minor adjustments and repairs of electrical system, plumbing, carpentry and painting.
- (2) Formulating mid- and long-term repair and upgrade plans, conducting technical and cost analysis, and advising solutions to the administration and management.
- (3) Organization and oversight of external contractors carrying out their works in the Embassy premises.
- (4) General administrative duties

5. Salary

The salary will be decided based on the candidate's qualifications and expertise.

6. Qualification and requirements:

- (1) General knowledge and practical technical skills for the maintenance of building, facilities and equipment, such as boiler, electricity, ventilation, air-conditioning, plumbing and drainage, and has at least 5 years of working experience in these tasks.
- (2) Must have Els akerhetsverket electrician authorisation B or higher.
- (3) Excellent command of the Swedish and English languages both spoken and written.
- (4) Basic knowledge of Microsoft Office (Word, Excel and PowerPoint).
- (5) Good communication and team-work skills.

7. Application *All documents must be prepared in English Required application documents include:

(1) A brief resume or CV

(2) A motivation letter (within A4 1 page) describing how the applicant is qualified for the position applying.

(3) A copy of Swedish National ID or passport identification page.

(4) A copy of the working permit (for non-Swedish applicants)

(5) A copy or copies of related professional licenses, authorizations and/or industrial qualifications (if any)

Please submit each of the required documents as a separate PDF or MS Word file to admin@st.mofa.go.jp no later than 5pm, July 12, 2024 with "Maintenance staff" in the mail title. If you prefer printed forms, the documents should be reached at the Embassy by the deadline stated above.

TO:

Embassy of Japan

Administration Section

Gärdesgatan 10

115 27 Stockholm

Only the applicants who pass the first screening of the submitted documents will be contacted for an interview at the Embassy of Japan in Stockholm.

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