

## **HANDYMAN IN CORPORATE SERVICE SECTION, BRITISH EMBASSY TIRANA**

The British Embassy in Tirana is part of a world-wide network representing British political, economic and consular interests overseas and is looking for a **Handyman Mechanic and Electric profile, for the Corporate Service Section, Grade S1.**

As handyman the successful candidate will be responsible for:

- 1.** Maintenance of office and residential accommodation, including Water systems; Power systems; minor maintenance of equipment.  
Fitting items and furniture when required. Removing small furniture items or other items. Replacing gas bottles when needed. Keeping records of work done and reporting it to line manager.  
Carrying out preventive maintenance and repairs for services as required. **50%**
- 2.** Management of generators, including: checking oil, fuel, water levels and battery.  
Servicing generators as per agreed schedule (only periodical service).  
Refilling fuel tanks and central heating where applicable.  
Cleaning generators inside and outside. **15%**
- 3.** Supervising external contractors/ or other tasks as required by the section. **10%**
- 4.** Checking the fire alarm, heat and smoke systems in all the estates and being able to test and control their functionality. **15%**
- 5.** Work on other embassy activity in response to demands offer assistance to the co-workers. **10%**

### **Required Experience & Skills**

- Competence 1: Changing & improving
- Competence 2: Managing a Quality Service
- Competence 3: Delivering at Pace
- Competence 4: Delivering Value for Money

### **Essential on arrival**

- Vocational school on the profile of mechanic/electric
- Training certificates on maintenance.
- Previous experience at least 5 years for the same job description.
- References from previous employers
- Willingness to work in difficult and demanding circumstance is essential

### **Desirable:**

- Committed in performing each task on time
- Providing the best service
- Proven ability to record data of routine control on the standard form
- Precession and dedication to satisfactory results
- Computer skills
- A good level of communication and understanding in English

### **Terms & conditions:**

This is a full time permanent contract for 5 working days (36 hours net) per week.

Please note that staff members are responsible for paying any income tax required by local law. The successful candidate will be subject to professional background check, security clearance and 3 months probation period.

Staff recruited locally by the British Embassy in Tirana are subject to terms and conditions of service according to local (Albanian) employment law.

**Monthly gross salary 72,257 ALL**

**To apply:**

All applicants should have the right to live and work in Albania. The British Embassy does not sponsor work permits. All applicants should submit their CV (English or Albanian) and 2 references in a close envelope and let it at the Guard House, front door of British Embassy.

The closing date for application is the **03/06/2022, 17:00 hrs.**

We will contact only the successful candidate for the interview. If you do not hear from us you should assume that your application has not been successful.