



An Roinn Gnóthaí Eachtracha **Department of Foreign Affairs**

Embassy of Ireland, Amman.

Groundskeeper

Deadline Close of Business 16.30, 22nd November 2022

The Embassy of Ireland, Amman is seeking to recruit a groundskeeper at the Embassy of Ireland in Amman, to work at both the Chancery and Official Residence. This is a full time position, subject to a probationary period and will start as soon as possible.

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

The official residence is a large 3-story villa, with a large garden and pool attached to it. The building is approximately 20 years old and requires regular maintenance throughout. Both the interior and exterior must be kept in good condition given the representational nature of the building. The Chancery building is a recently renovated two-story building with a large garden and outdoor area attached to it. Both gardens are used regularly for both business meetings and representational events, and are therefore required to be kept in excellent condition.

Roles and Responsibilities

- completing minor maintenance such as fixing door handles
- movement of furniture for events
- other handyman duties, including hanging pictures
- light fittings
- painting, varnishing
- plumbing work in kitchen and bathrooms

- water pump maintenance
- pool maintenance
- boiler room maintenance
- electrical maintenance such as shutter motors, loose wiring
- water supply
- diesel supply
- pest control
- gardening: pruning trees and bushes
- landscaping
- ensuring both grounds are in good order and impeccably presented for representational purposes
- manages sustainability garden (fruit and vegetable garden)

Essential Requirements

- Minimum 5 years' experience in grounds keeping, maintenance and gardening.
- Previous experience of providing grounds keeping, maintenance and gardening services to diplomatic mission, official residences and/or international organisations.
- High level of attention to detail and appreciation of representational roles of the Embassy.
- Creative and innovative approach to gardening, that takes consideration of water scarcity issues.
- Good knowledge of horticulture and gardening techniques and processes.
- Working level of English is an essential requirement.

Remuneration

The gross annual remuneration for the post is JOD 8,400 per annum. Please note that employer's tax and social insurances will be deducted at source.

Hours of Attendance

40 Hours (08.00-16.00). Due to the nature of the work, the successful candidate may be required to work during evenings and weekends. Flexibility is essential.

How to apply

Expressions of interest detailing relevant skills and professional experience are to be sent to AmmanEMHR@dfa.jo before 16.30 on Tuesday November 22nd. No phone enquiries please. No Applications will be accepted after this deadline. By submitting information electronically, parties accept that data may not be fully secure.

Shortlisting of candidates is part of the recruitment process. Please note that only shortlisted applicants will be contacted.

Please note, no one can be called for interview unless they have a right to live and work in the country

Data Protection

All personal information received will be kept in line with GDPR and Data Protection guidelines.

Security Clearance for Local Staff

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required by supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland, Amman is an equal opportunities employer.