ANNEXE II.2 Modèle d'offre d'emploi (pour publication)

The Belgian Embassy in Addis Abeba is looking for a motivated and dynamic Facility Manager

Initial contract of one year (renewable)

EMPLOYER

The Belgian Embassy in Addis Abeba represents Belgium in Ethiopia, Djibouti and towards the African Union, defends the interest of Belgium abroad and provides services to Belgian citizens.

JOB DESCRIPTION

As a **facility manager** you are responsible for:

- Making sure the **premises and gardens** of the Belgian embassy compound are kept in good conditions. Tasks include:
  - Follow up on the ongoing and future renovation and construction works on the compound.
  - Solve minor technical problems with regards to the infrastructure of the compound.
  - Continuously identifying improvement works for the embassy compound and its buildings, assess their priority levels and implement them with the help of professionals after approval.
  - Liaise with service providers (electricity, water, telecom, internet) and technicians.
  - Coordinate with the responsible services of the Belgian Ministry of Foreign Affairs.
  - Follow up on the work of the gardeners and give instructions.
  - Keep the contact lists of service providers up to date.
  - Be in charge of the inventory of the buildings on the compound, including furniture and tools.
  - Provide technical support during events at the embassy compound.

- Preparing and following up on **tenders.** Tasks include:
  - Do market research.
  - Occasionally draft tender documents.
  - Compare technical offers for service contracts and works on the compound, in coordination with the diplomatic team.
  - Provide recommendations to the diplomatic staff.

- Keeping the **digital infrastructure** of the embassy compound in good conditions. Tasks include:
  - Be the ICT focal point (Hermes) of the embassy.
  - Liaise between ICT services from headquarters and local service providers.
  - Provide guidance on improvements to be made to the digital infrastructure of the embassy compound.
  - Keep the ICT inventory up to date.

- Supporting the embassy with regards to **internal security procedures**.

ANNEXE II.2 Modèle d'offre d'emploi (pour publication)

Required competencies and conditions for recruitment

Behavioural competencies

- Be able to work in a team
- Be service-oriented (internal and external users)
- Show respect
- Be reliable/trustworthy/loyal
- Be able to adapt/be flexible
- Be capable of developing yourself
- Be proactive: anticipate problems and suggest solutions

Technical competencies

- Advanced knowledge and technical skills regarding utilities (water, electricity, generators, telecom, internet), construction, lightning, etc.
- Advanced knowledge on the use of tools for small reparations.
- Advanced knowledge and technical skills regarding ICT infrastructure.
- Ability to analyze and compare tender proposals.
- Knowledge of local customs when dealing with external service providers.
- Advanced knowledge of Office Tools (Word, Excel, PowerPoint, Outlook).
- Advanced communication skills in Amharic, both oral and written.
- Advanced communication skills in English, both oral and written.
- Basic communication skills in French and/or Dutch are an asset.

Conditions for recruitment

- Diploma of **short type higher education** (bachelor degree; Master's degree is an asset)
- Experience: at least **5 years of professional experience** in a similar position, ideally in a diplomatic environment (embassy or international organization).
- Proven technical skills
- Driving license
- If you don't possess the Ethiopian nationality, be in possession of a valid residence and work permit.

Selection procedure

First selection will be based on the recruitment conditions. Selected candidates will then be invited for an interview at the Embassy.

Expected start of the contract: 1 November 2025

What we offer

- Basic salary between 81.921 ETB and 118.785 ETB (based on years to be considered for length of service). The salary is temporarily expressed in euro to maintain purchasing power (the basic salary in EUR varies between 1.339,22 EUR and 1941,87 EUR).
- Contract of one year (renewable).
- Reimbursement of medical expenses for the employee and his/her family members.

ANNEXE II.2 Modèle d'offre d'emploi (pour publication)

Modalities candidacy

You can present your candidacy for the position by providing the following documents:

- CV in English
- Motivation letter in English
- Proof of former employment
- Contact details of 3 references
- Copy of diploma
- If available, copy of certificates

Deadline for application by **email** (addisababa@diplobel.fed.be) or **closed envelope** (Embassy of Belgium in Addis Abeba, Comoros Street, ADDIS ABEBA) : **Monday 15 September, 2025**. Please note that only complete application files will be considered.

More information ?
In case you require more information on the position, you can contact **Delphine Scheerens, Deputy Head of Mission**: addisababa@diplobel.fed.be.

More information on the work of the Belgian Embassy in Addis Abeba can be found on: https://ethiopia.diplomatie.belgium.be/en.