



Job Advertisement

The Embassy of the Federal Republic of Germany in Ottawa is looking for a
**caretaker and gardener for the Ambassador's Residence
as of June 1st, 2018**

Job Description:

Ambassador's residence

- Repair and Maintenance works (buildings and premises)
- Maintenance and possibly repair of technical installations
- Garden work, street cleaning, snow clearing
- Supervision of technicians, repair people and specialists
- Garden design of residence park
- Purchase of plants, fertilizer, spare parts, etc.

Chancery (half a day per week)

- Garden work, cleaning parking lots

Knowledge:

- Mechanical and technical knowledge
- Gardening
- Driver's licence

Selection criteria

The successful candidate will have demonstrated through completed professional training an ability to perform the required duties in a responsible, independent, mature and discreet manner, self motivation, teamwork. Previous work experience is valued. Knowledge of English is essential.



Miscellaneous

Working hours: 40 hours/week

The position is as a member of the staff of the German Embassy, to begin with one year and with the possibility to extend the contract afterwards.

The position is to be filled effective **June 1st, 2018**.

Application procedure

Applications including

- application letter
- copy of your ID
- copy of your long-term residence permit / work permit (where applicable)
- CV
- copies of documents describing your qualifications and your professional experiences
- up-to-date police clearance certificate

should be submitted by May 9th, 2018, to the Head of Administration, German Embassy, 1 Waverley Street, Ottawa, or by e-mail to: vw-s1@otta.auswaertiges-amt.de. Incomplete applications or applications submitted after May 9th, 2018 can not be considered.

1 Waverley Street
Ottawa, Ontario, K2P 0T8

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