



New Delhi, 05.06.2025

Job offer

The Embassy of Switzerland in New Delhi as the official representation of Switzerland in India is looking for a

Head of Technical Service for the Embassy of Switzerland

Start date: upon mutual agreement

Responsible for the structural and technical maintenance of the Embassy grounds and its nine buildings. Planning, organizing and implementing the planned short and medium-term construction projects and policies, consulting and control in the construction and electrical engineering sector together with the responsible construction department in Switzerland (BBL). Responsible for logistics and organization with subcontractors and own staff for events. Responsible for materials management and inventory. Leading a team of 10 people, i.e. technicians and logistics/garden coworkers.

Your responsibilities

- Responsible for the operation and maintenance of the Embassy grounds, for all technical installations and various systems inside and outside the buildings (technical/electrical installations, air conditioning/heating systems, air conditioners, emergency power generator, water supply, cold room, solar system, etc.).
- Implementation of the procurement process in accordance with the financial and procurement rules, including the solicitation of offers and quality control after completion.
- Responsible for garden maintenance, for biodiversity in the garden and grounds. Ensures that the Embassy and surrounding area, inside and outside the wall are consistently well maintained and clean. Overseeing and managing the costs of the subcontractor's garden maintenance work.
- Collaboration for organizing and implementing the short and medium-term construction and various renovation projects, responsible for coordinating and communicating the projects with local and external partners as well as with the BBL (competent Ministry in Switzerland).
- Review and quality assurance of the work carried out and ensure compliance with safety standards and Embassy regulations.
- Assisting with management of the alarm system and locking technology.
- Management of the air filtration system, air pollution policy, air conditioning and solar energy system.
- Establishing and overseeing time schedules, attendance and leave management of the team and reporting on the team's performance.

Our expectations

- Bachelors in civil engineering or comparable education with several years of relevant working experience. International exposure and experience in design would be a plus.
- Ability to manage and lead a team of 10 technical and garden coworkers.
- Experience in strategic planning, project management, including cost structures and analysis.
- Strong technical expertise in HVAC, plumbing and water purification, electrical installation, switch gear, generator technologies and solar panel system.
- Understand modern infrastructure practices, incl. assessing and selecting technologies based on business and technical needs and security management.
- Excellent knowledge of verbal and written English (C1 proficiency) and Hindi.
- Very good communication skills.
- Excellent intercultural competence, strong interpersonal skills, work ethic, stress resistant, perseverance, reliable, discreet, confidential, flexible and highly motivated person with innovative approach.
- Use initiative and creativity in the performance of integrated facility management operations and assist the team in implementing more efficient work practices.
- Strong problem-solving skills and attention to detail.

- Be a team worker with a “hands-on” attitude, yet able to work proactively and independently without detailed instructions.
- Readiness to work in evenings and at times on weekends.
- Working knowledge of key office tools, in particular Word, Excel, Powerpoint, Microsoft Visio or Draw.io.

You will be part of a highly motivated and professional team at the Embassy of Switzerland in New Delhi. The Embassy offers attractive work conditions in a dynamic environment within a team and network of experienced professionals.

Employment contract

Employment is full time with a local contract (applicable Indian labour law). The first contract is limited for one year, with possibility of extension.

Compensation

The compensation will be in accordance with education, experience and based on the salary scale of the Embassy of Switzerland.

Application

Please submit the following documents merged in pdf format as one single attachment

- Letter of motivation describing suitability and interest for the position
- Curriculum vitae with two references
- Educational certificates
- Previous work certificates
- Copy of passport

by email to newdelhi.vacancy@eda.admin.ch

Reference in title “**Head of Technical Service**”

Deadline for submission of application: 30.06.2025

Note on procedures:

Only complete applications sent via email will be considered and only shortlisted candidates will be contacted for an interview.