

## **Facility Manager Job description**

1. Plan and supervise service of the Embassy facilities and inspect the implementation;
2. Timely inspect and maintain heating, water supply and sewage treatment, electricity and gas systems of the Embassy;
3. Timely inspect and maintain fire control system and cable TV system;
4. Supervise other technical infrastructure of the Embassy in time;
5. Collect tenders in order to choose appropriate contractor for embassy facilities maintenance and service;
6. Collect tenders in order to choose contractor for maintenance of embassy equipments;
7. Responsible for repair and maintenance - to keep the equipment running properly.

## **Qualification Requirements**

Master's degree (technical categories above mentioned are preferred);

Relevant technical grade certificate;

Acquaintance with legal provisions related to the above-mentioned fields of the People's Republic of China

Work experience in same or similar areas;

Proficient written and oral communication skills in English and Chinese;

Basic speakers of Polish and/or Russian are preferred;

Availability;

Holders of Class C driver's license;

Recommendations of the previous working units are welcome.

Qualified candidates are invited to send their resume to:

[leszek.wiacek@msz.gov.pl](mailto:leszek.wiacek@msz.gov.pl) by 10 March 2010.