



Position opening

BUILDING MANAGER

Goethe-Institut Jakarta

Full-time position

Goethe-Institut e.V. is the world-wide cultural institute of the Federal Republic of Germany. We promote the study of the German language abroad and actively foster international cultural cooperation. Further, our mission is to convey a comprehensive image of Germany through information about its cultural, social and political life.

Goethe-Institut Jakarta is looking for a dedicated colleague as “**Building Manager**” to begin April 1, 2024.

Goethe-Institut Jakarta
Pusat Kebudayaan Jerman
Jakarta
Jl. Sam Ratulangi 9-15
Jakarta 10350, Indonesia
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Your tasks include primarily:

- Supervise and coordinate the maintenance and repair of all building systems, including HVAC, electrical, plumbing, elevators, and fire safety equipment.
- Conduct regular inspections of the building and systems to identify issues and address them promptly.
- Lead and manage a team of maintenance technicians and contractors, assigning tasks and ensuring work is completed efficiently and to high standards.
- Develop and manage the building maintenance budget, ensuring resources are allocated appropriately to meet maintenance needs and priorities.
- Ensure compliance with all relevant building codes, regulations, and safety standards.
- Oversee inspections and testing of building systems and equipment to ensure compliance with regulatory requirements.
- Implement and maintain emergency response procedures and protocols.

You have the following prerequisites:

- Minimum S1 degree from reputable university majoring in mechanical, or electrical engineering, or any other relevant fields
- Experience managing a team of maintenance technicians and contractors.
- Good personal and interpersonal skills, with the ability to interact effectively with tenants, contractors, and other stakeholders.
- Strong organizational and problem-solving abilities, with the ability to prioritize tasks and manage multiple projects simultaneously.
- Knowledge of building codes, regulations, and safety standards.
- Very good command of Bahasa Indonesia and English; German is an asset.
- Good IT skills (Windows, MS Office, Outlook)
- Willingness to learn the German language.

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We offer:

- Multi-faceted and interesting work in a dedicated team
- Adequate remuneration aligned with the local salary scale of Goethe-Institut Indonesien
- Social and health insurance

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Application procedure:

- Please submit your application with the appropriate documents (letter of motivation, CV, references) in a single PDF file to bewerbung-jakarta@goethe.de.
- The deadline for applying for this position opening is **March 20, 2024**. Please note that applications received after the submission deadline cannot be taken into consideration.

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