



## UNITED STATES MISSION, MALDIVES

### Facilities Technician (Female/Male)

The U.S. Embassy in Maldives is seeking eligible and qualified applicants for the position of the Facilities Technician.

The incumbent serves as the Facilities Technician for the Embassy in Maldives. The incumbent makes maintenance plans and works with contractors and building managers to implement the plans at office building and leased properties. Incumbent also serves as the Post Occupational Safety and Health Officer (POSHO) Assistant (entry-level) with responsibility for assisting the POSHO and/or POSHO Assistant in carrying out the day-to-day functions of the Office of Safety, Health and Environmental Management (SHEM) and Office of Fire Protection (FIRE) programs at post. Assists POSHO and/or POSHO Assistant in conducting safety surveys, preparing reports, and conducting follow up inspections to ensure compliance. Provides safety trainings in conjunction with SHEM requirements and performs administrative duties.

**The work schedule for this position is: Full Time - 40 hours per week.**

**The monthly gross salary for this position will be MVR. 14,895.25 – MVR. 22,342.83**

#### **Qualifications Required:**

- 1. Education** - Completion of Secondary Education is required. [Completion of Secondary School Certificate (SSC) and G.C.E. O/Level], along with minimum one year of successful completion of a specialized vocational training program from an accredited institute, recognized for producing journeyman-level technicians in Heating, Ventilation, and Air Conditioning (HVAC), plumbing, electrical systems, maintenance, or construction services is required (***Candidate must attach copies of relevant educational certificates***).
- 2. Prior Work Experience** - A minimum of three years of progressive experience as a skilled technician in electrical, generator, mechanical, plumbing, building management, or construction is required (***Candidate must attach copies of relevant service/work experience certificates***).
- 3. Language Proficiency** -
  - English - Must be good in speaking, reading & writing and be able to translate (***This may be tested***).
  - Dhivehi - Must be good in speaking, reading & writing and be able to translate.
- 4. Job Knowledge** -
  - The incumbent must have basic knowledge of HVAC, plumbing and electrical equipment and systems, project management, facilities maintenance, and construction management.
  - Must have a good technical understanding of major building electrical/mechanical systems and equipment.
- 5. Skills & Abilities** -
  - Must have skills and abilities in responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, on ladders at various heights, and in temperature extremes, indoors or outdoors to complete work assignments.
  - Communicate orally and in writing with co-workers, contractors, and vendors to obtain and provide pertinent information.
  - Must have good computer skills, and be able to write e-mails and research information on the Internet.
  - Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks.

#### **How to Apply:**

Please visit our website <https://mv.usembassy.gov/jobs/> to submit your applications through Electronic Recruitment Application system [ERA]. Before you continue with the application process, please carefully read the instructions available on our website.

#### **Required Documents:**

To apply for this position applicants **must electronically submit copies of the documents listed below** along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Relevant Educational Certificates
- Relevant Service/Work Experience Certificates
- Proof of Citizenship (National Identity Card/Passport and/or Work Permit)

#### **PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED**

Your application should reach us **on or before October 16, 2026.**

Please note, only shortlisted candidates will be contacted.