



## 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”**

**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.
- Oversee inspections and testing of building systems and equipment to ensure compliance with regulatory requirements.
- 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.
- Ensure compliance with all relevant building codes, regulations, and safety standards.
- Implement and maintain emergency response procedures and protocols.
- Develop and manage the building maintenance budget

#### **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.

#### **We offer:**

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

[www.goethe.de](http://www.goethe.de)

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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](mailto:bewerbung-jakarta@goethe.de).
- The deadline for applying for this position opening is **September 13<sup>th</sup>, 2024**.
- Please note that applications received after the submission deadline cannot be taken into consideration.

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