EMBASSY OF BRUNEI DARUSSALAM
IN BEIJING, PEOPLE'S REPUBLIC OF CHINA

JOB VACANCY ADVERTISEMENT FOR A PERMANENT POSITION
ADVERTISEMENT NO. 2026/02/BEB
APPLICATION CLOSING DATE: 25 SEPTEMBER 2026

POSITION:	**BUILDING SUPERVISOR**
	EMBASSY OF BRUNEI DARUSSALAM
SALARY SCALE:	**CH D.1 (STARTING SALARY OF RMB 6,480 PER MONTH)**
VACANCIES:	**ONE (1)**

MINIMUM QUALIFICATIONS AND REQUIREMENTS

1. Possess valid NCRE Level 2, Low Voltage Electrician Certificate and Advanced Vocational Skill Level 3 Certificate or equivalent certifications.
2. Preferably 3–5 years of experience in technical fields such as building maintenance, including electrical and plumbing.
3. Age not exceeding 50 years old.
4. Proficiency in Mandarin with at least basic English is preferred.
5. Possess basic computer office skills and able to produce reports is an advantage.
6. Physically fit to carry out inspections and light manual work when needed.
7. Willingness to work beyond office hours including during weekends and public holidays, as required
8. Willing to comply with Embassy rules and regulations, including security clearance requirements.

SCOPE OF WORK AND RESPONSIBILITIES

1. Conduct regular inspections of the Embassy compound, Chancery, and staff accommodation to identify maintenance needs and ensure the safety and cleanliness of the premises.
2. Supervise repair and servicing of mechanical, electrical, air conditioning, as well as plumbing and other systems.
3. Manage a preventive maintenance program and ensure timely servicing.
4. Supervise and communicate with the Building and Security Attendant on their daily tasks to ensure the smooth operation, safety, cleanliness, and proper maintenance of the Embassy premises.
5. Monitor contractors during on-site works and ensure compliance with Embassy guidelines.
6. Ensure building safety protocols are followed including fire safety, emergency exits and signage requirement.
7. Monitor and report any hazards or non-compliance issues.
8. Liaise with local authorities and property management when required.
9. Carry out other duties as assigned or instructed by Embassy officials.

- Starting salary from RMB 6,480 per month inclusive of benefits such as annual salary increments, bonus and annual leave. Further details on remuneration and benefits will be disclosed to shortlisted applicants. The successful candidate will undergo a six (6) month probationary period prior to confirmation of permanent appointment, subject to satisfactory performance.
- Eligible and qualified applicants are invited to submit their Curriculum Vitae (CV) together with supporting documents, including copies of certificates, reference letters, testimonials and one (1) recent passport-sized photograph to the **Embassy of Brunei Darussalam in Beijing (Attention to Administration Section)** via email to **beijing.china@mfa.gov.bn**.
- Applications must be received no later than **Friday, 25 September 2026 at 5:00 pm.** Incomplete applications will not be considered. Only shortlisted candidates will be notified.