EMBASSY / PERMANENT MISSION OF THE REPUBLIC OF NAMIBIA
BOTSCHAFT / STÄNDIGE VERTRETUNG DER REPUBLIK NAMIBIA

Ref: 11/1/2
Enquiries: *ER Ruiters*

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VACANCY ANNOUNCEMENT

Position: Cleaner
Contract type: Full time
Duty Station: Vienna, Austria

The **Embassy of the Republic of Namibia in Vienna**, invites suitable, qualified and experienced candidates to apply for the vacant position of a **Cleaner** at the Embassy.

Minimum Requirements:

- Minimum of **three (3) years of relevant experience** in cleaning preferably in a diplomatic environment.
- Must possess a **valid work permit** for Austria or be a citizen/permanent resident of an **EU Member State.**
- Must provide **a recent police clearance certificate.**
- Ability to **communicate effectively in English** (German language skills will be an added advantage)
- Must be t**rustworthy, able to work independently with minimal supervision, shows a high level of reliability, discretion and professionalism.**

Key Responsibilities:

- Maintain general cleanliness of the offices, restrooms and common areas.
- Weekly/daily vacuuming, mopping, dusting and waste removal.
- Replenishing cleaning supplies and ensuring high hygiene standards.
- Follow Embassy security and confidentiality procedures.
- Watering of plants
- Report maintenance needs / electricity faults / broken items.
- Setting up meeting rooms
- Perform any other duties commensurate with the position as requested from time to time.
- Be willing to assist at Embassy functions as the need arises.

Remuneration:

The Embassy offers a market related remuneration package, inclusive of a 50% social security contribution, sick leave, and annual vacation leave.

Application Details

Interested candidates should submit a written application describing suitability accompanied by:

- A detailed **Curriculum Vitae (CV)/Resume**,
- A Copy of an **identity document**,
- **Names and contacts information of three professional references**
- Previous **employment certificate(s) / Referral letter(s)**
- A copy of **work permit** or **EU residence permit**, and
- A **recent police clearance certificate**.

Applications should be send to:

The Head of Mission
Embassy of the Republic of Namibia
Zuckerkandlgasse 2
A-1190 Vienna

No emailed applications will be accepted.

Only shortlisted candidates will be contacted for interviews.

APPLICATION DEADLINE: 10 JULY 2026

Embassy of the Republic of Namibia
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Vienna