



Ambasáid na hÉireann | Tanzania
Embassy of Ireland | Tanzania
Ubalozi wa Ireland | Tanzania

Vacancy: Temporary Properties Management Officer

Embassy of Ireland, Dar es Salaam

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

The Embassy of Ireland, Dar es Salaam, is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a maternity cover temporary vacancy for the Properties Management Officer position from August 2026 to January 2027.

Main Responsibilities:

- Ensure the health and safety of the staff and residents by adherence to the safety guidelines;
- Carry out regular inspections of the premises;
- Perform routine maintenance on facilities and make repairs, as needed;
- Deal with, and have contingency plans for, emergency issues (anything that breaches the safety, security or usability of facilities) that arise;
- Monitor the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation space;
- Ensure the facilities are well maintained and are in good condition, in collaboration with the Executive Housekeeper for the Residence;
- Schedule routine inspections and emergency repairs, with outside vendors, where required;
- Schedule daily janitorial services to keep the building's interior attractive and hygienic
- Ensure repair and maintenance of fittings and furniture;
- Ensure that basic facilities are well-maintained and conduct proactive maintenance;
- Oversee building projects and renovations;
- Create reports on maintenance, repairs, safety and other occurrences for notification to supervisors and other relevant staff;
- Maintain records of utility usage (generator, solar installation, electricity and water);
- Liaise with service providers to maintain supply of services.

Essential Requirements candidates must be able to demonstrate:

- The candidate must have an Advanced Level Certificate of Education / Diploma or VETA certificate;
- The candidate must have advanced mechanical skills and knowledge of plumbing, electricity and other building systems;
- The candidate must have at least 5 years working experience in a similar field and setting, requiring a high standard of outputs.
- Demonstrate a positive track record in the work performance;
- The candidate must be able to demonstrate excellent communication both English and Kiswahili and have good interpersonal skills, including the ability to speak with all levels of employees, guests, vendors and team members;
- The candidate must have the ability to use a basic email and software eg: MS Word, Excel, Outlook;
- The candidate must be able to demonstrate great time management, organization and prioritization abilities;
- The candidate must be able to demonstrate attention to detail and efficient problem-solving skills;
- The candidate must be able to demonstrate well-organized, credible, hardworking, interactive, flexible, adaptable and self-driven personality;
- The candidate must be able to show proficiency with repair tools and techniques;
- The candidate must have the ability to lift heavy equipment and comfortable standing or walking for long periods.
- **All applicants must have a permanent legal right to reside and work in Tanzania.**

Desirable Requirements:

- Experience working with other Embassies or international organisations, reputable hotels, serviced properties or companies.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contract of up to six months, to provide maternity cover, and will include a probationary period;
- The successful candidates will be based at the Embassy offices;
- Monday to Friday, 38 hours per week, with standard office hours from 8am to 4.30pm;
- Annual Leave entitlement 20 days per annum, applied pro-rata;
- Competitive salary TSH 33,876,031 per annum, applied **pro rata**, including a 13th month, plus health insurance and training opportunities. Salaries are tax deducted and paid direct to a bank account therefore candidate must have a bank account.

How to apply

The Job Description and Application Form for this position are available on our [website](#)

Completed application forms should be sent via e-mail only to

embassydarjobs@dfa.ie

with the subject line “**Maternity cover for Properties Management Officer position**”

Applications must be received before 17:00hrs (local time) on 22 June 2026

CVs or cover letters will not be accepted.

No applications will be accepted after this deadline

Please note that only shortlisted applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview based on the Essential Requirements above;
- It is planned to hold interviews before end of July 2026;
- A practical skills test may be included in the recruitment process;
- A second and third interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates.

General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

Security Clearance for Local Staff

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland, Dar es Salaam is committed to a policy of Equal Opportunity.