



<b>Position</b>	<b>HANDYMAN AND DRIVER</b>
<b>Type of Employment</b>	Full-time Employment
<b>Starting date</b>	As soon as possible
<b>Location</b>	11 <sup>th</sup> Corporate Center, 11 <sup>th</sup> Ave. cor Triangle Drive, Bonifacio Global City, Taguig City
<b>Deadline for application</b>	<b>15 April 2026</b>

The Royal Danish Embassy in Manila is recruiting a skilled, dedicated, and pro-active **Handyman and Driver**. We are a dynamic Embassy, representing Denmark and promoting Danish interests in the Philippines.

**Main tasks and responsibilities:**

As Handyman and Driver, you will be working closely with the Administrative Section, focusing mainly on the day-to-day maintenance and professional upkeep of the Embassy and official residences. The candidate is expected to have good communication skills in English and a working knowledge on electrical, plumbing and decoration works. You will also be responsible for providing safe, efficient, and professional transportation services to Embassy staff and official visitors, when required.

Major tasks included in this position are as follows:

**Facility management duties:**

- Perform routine maintenance and minor repairs, including basic electrical, plumbing, carpentry and painting works at the Embassy and official residences.
- Oversee and coordinate regular preventive maintenance services with external contractors such as air-conditioning cleaning and servicing, pest control treatments, generator servicing, and other scheduled building maintenance works.
- Purchase maintenance and office-related supplies while ensuring that it is carried out efficiently and, in a cost, effective manner.
- Assist with furniture movement, meeting room setup, and upkeep of office equipment.

**Driving Duties:**

- Provide safe, punctual, and professional driving services to Embassy staff and official visitors to appointments, functions and airport during office hours and after office hours, as necessary.
- Excellent road-related common sense and respect of Philippine driving laws and regulations.
- Undertake driving assignments for procurement of supplies and submission/collection of documents from government agencies and institutions.
- Ensure routine inspection, cleanliness, and preventive maintenance of Embassy vehicles.



### Essential Skills:

- **Good communication skills in English**
- Must have valid professional driving license and clean driving record.
- Proven experience in general building maintenance and facility management
- Good working knowledge of electrical, plumbing, carpentry, painting, and preventive maintenance systems.
- High degree of compliance within administration and finance

### Employment Conditions:

- Full time and permanent employment with three (3) months probationary period
- 20 days of paid holiday per year
- Flexible working environment
- Medical Benefits
- 13<sup>th</sup> month salary
- Salary that will reflect your qualifications, relevant experience and proven work-related results.

### Application and recruitment process:

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and two to three references) in English to [mnlambadmin@um.dk](mailto:mnlambadmin@um.dk) and put “**Application: Handyman and Driver (Last Name, First Name)**” in the email subject line.

We process your data for recruitment purposes only. We intend to keep your data until the specific position has been filled, and then we will delete your data. You can read more about how we process your personal data here:

[The Ministry of Foreign Affairs of Denmark Privacy Notice](#)

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

For more information about the embassy, please see: <https://filippinerne.um.dk>

*Please note: The embassy will not be able to answer questions from applicants during the time of the selection process. If an applicant has not been contacted by the embassy by the **end of April 2026**, then the applicant has not been selected for an interview. The embassy is thankful for the interest shown in the position as handyperson and driver.*