



LARGE PRINT / Standard Print.

Bahá'í World Centre Vacancies

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Agriculture

Gardeners: Able to provide general maintenance for ornamental gardens.

Horticulturists: Qualifications in ornamental plant maintenance, soils, and plant water management. Organic approaches useful.

Integrated Pest Management Specialists: Pest and disease identification and management of ornamental plants. Experience in non-chemicals controls preferred.

Irrigation Technicians: Working knowledge of hydraulics and experience with irrigation and water management. **Landscape Gardeners/Designers:** Design and installation of formal and informal ornamental gardens.

Tree Care Specialists: Experience in Arboriculture or ornamental plant pruning, safe chainsaw handling and maintenance, and tree climbing.

Financial

Auditors: Degree in Accounting and Economics and demonstrated experience in accounting required.

Information Technology

Applications Programmers/Analysts: Experience with Oracle Developer 2000; ability to create forms and reports; an understanding of the SQL language; programming skills in using Microsoft Visual Interdev and Visual Basic to create and use COM objects; and understanding MTS are essential.

Office Programmers: Full knowledge of the use of the Microsoft Office products (Word, Excel, Access, PowerPoint), and ability to help others in broadening their understanding of these products.

Systems Administrators/NT: Computer science degree or its equivalent; in-depth working knowledge of NT4.0, Windows 2000, TCP/IP, PC hardware architecture, system administration, and system software applications (i.e., active directory); experience with supporting common operating systems.

Systems Analysts: Experience in evaluating business procedures, developing system requirements in consultation with users, designing and testing computer information systems to improve production and workflow are required, while knowledge of Windows 2000, MS Exchange 2000, MS Office products, and XML are highly desirable.

Language

English/French Translators: Knowledge of English and French and translation experience required.

Spanish/English Translators: Knowledge of Spanish and English and translation experience required.

English/Spanish Translators: Knowledge of English and Spanish and translation experience required.

Persian/Arabic Proofreaders: Good knowledge of the Bahá'í writings, ability to read and understand Persian and Arabic, knowledge of Arabic Grammar, English language ability

Persian/Arabic Researchers: Extensive knowledge of the Bahá'í writings, proficient in reading and understanding Persian and Arabic, good knowledge of Arabic grammar, good English language ability.

Office

Administrative Assistants: Office skills and computer experience required.

Data-Entry Clerks: Experience with computerized data entry and a good command of the English language required.

Document Analysts: Ability to analyse and summarize documents. Experience with computerized data an asset.

Secretaries: Executive, Senior/Junior.

Preservation

Curators: Knowledge of museum studies and demonstrated experience as a curator required.

Curatorial Assistants: Knowledge of museum studies required.

Textile Conservators: Knowledge and experience in textile conservation required.

Librarians: Certification in library science and library experience required.

Trades

Carpenters: Experience in cabinet-making and design of kitchens and counter-tops. Driver's licence required.

Electricians: Minimum of two years' experience with electrical installation in old and new buildings. Must be able to read electrical codes.

Painters: Skilled in plastering and remodelling interior and exterior surfaces.

Plumbers: Ability to assemble, install and maintain pipes (PVC piping), fittings and fixtures in drainage, heating, water supply and sanitary systems, primarily in concrete walls.

General Information

* English language ability is required for all positions.

* Friends offering service must be Bahá'ís in good standing.

* The minimum age for service is 18.

* The recruitment process takes approximately three months.