

Job Description

- 1) Title: Cleaner
- 2) Grade: GSS
- 3) Report to: Administrative Officer
- 4) Contract duration: initially for 2 years (possible extension of another 2 years based on performance)

Main purpose of the job:

To maintain the cleanliness of the office and its surroundings including the garden and premises.

Key duties and responsibilities:

- 1) Maintain the cleanliness of the office
- 3) Cleaning of washrooms in case of exigencies
- 4) Report to Administrative Officer for the damages caused to the office properties
- 5) Any other tasks assigned by the supervisor

Person Specification:

Skills:

- 1) Must be organized in the work and do the work meticulously
- 2) Must be detailed, giving special attention to each task
- 3) Must have strong work ethic and positive approach to the work

Qualification:

Not required