



**ICRC**

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

50-H-3  
Approved  
Inspector

*[Signature]*  
26/4/2017



**JOB OPENING  
MAID SUPERVISOR II  
Based in Juba**

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Juba.

**Main Duties & Responsibilities:**

- Supervises and checks regularly cleaning work in the residences and offices based on the job description of the domestic staff
- Submits reports on a weekly basis about the quality of work to the Premises Assistant
- Proposes improvements of cleaning work to the Premises Assistant and implements them
- Manages the duty roster of the domestic staff
- Manages holidays and leaves of the domestic staff. Makes sure that all employees have taken their holiday at the end of the year.
- Arranges for replacements of absent staff in coordination with the Head Cleaners and Premises Assistant
- Keeps a stock of cleaning material and is in charge of ordering replenishment of the stock whenever needed
- Conducts regular trainings for the domestic staff in order to keep hygiene standards high
- Supports our Sub-delegations and offices in South Sudan with trainings for domestic staff
- Motivates the domestic staff team and empowers the Head Cleaners.
- Responds to complaints / requests from mobile staff independently and creates a good atmosphere in the delegation.

**Minimum Required Knowledge & Experience:**

- Secondary School or Equivalent (G.C.S.E or Standard Grade Exam)
- Vocational training in domestic work, housekeeping, cleaning or laundry
- 2-4 years of experience as a domestic staff, in housekeeping, administration or in a similar position
- Conversational advanced in English and Arabic
- Intermediate level in computer skills
- Good physical condition
- Skilled in the following competencies: Team Work, Planning, Organization & Assessment; Adapting and learning; Analysis & Synthesis

Interested candidates should submit their application clearly marked "Maid Supervisor II- Juba" (including C.V. written in English and copies of certificates) at latest Friday, 12<sup>th</sup> May 2017 to the HR Manager.

either At the ICRC reception : Juba, Wau, Bor and Rumbek  
or By email to : job\_recruitment\_services@icrc.org

