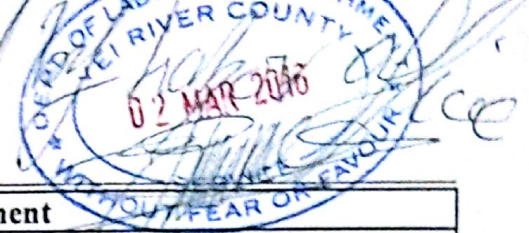




Norwegian People's Aid

Humanitarian Disarmament Programme
in South Sudan
Logobero - Yei River County

Approved



Internal & External Job Advertisement	
Position:	Compound Janitor
Department/Group	NPA Humanitarian Disarmament Programme
Immediate Superior	Administration Officer
Number of Post	One(1) Open position
<p>Function requirement:</p> <p>a) Qualifications, skills, experience:</p> <ul style="list-style-type: none"> • The incumbent must be a dynamic, multi-functional person, who supports NPA with professionalism and dedication • Diploma or its equivalent in vocational education or Technical training in related fields (Electrical application, Plumbing application, office/guest house maintenance etc) • Minimum 2 years of relevant professional job experience in electrical installation, office/ guest house maintenance / repair and plumbing work. • Computer proficiency with good knowledge of MS Excel, MS Word and Ms Access is Essential • Competence in carrying out technical tasks including repair of other related equipment's will be an advantage • Excellent knowledge of English (written / oral / comprehension) is essential. • Good interpersonal communication skills and ability to remain calm 	
<p>Detailed Responsibilities:</p> <ul style="list-style-type: none"> • Assist the Administration to work out the compound and Guest house maintenance schedules and follow up maintenance of NPA compound and Guest house as per the schedule. • Follow up repairs of office and Guest house and propose replacement when required • Assist in planning the management of office and Guest house as requested by the Administration office • Check Electrical installations in NPA premises and propose improvements to bring the electrical installations up to an acceptable standard • Assist the Administration in monitoring and control of the maintenance and repairs parts to keep the office/guest house in good operating condition • Assist the Administration with monitoring and control of office/guest house deliveries and consumption • Assist the Administration to ensure best practice in maintaining cleanliness of the office/guest house, Electrical installations, power house and surrounding with emphasis on good hygiene practice. • Assist the Administration on checking that the office/guest house installation does not degenerate and good maintenance procedures and practices are always adhered. • Assist the Administration to check the parameters of the office and Guest house regularly and ensure that they are up to acceptable standard. • Repairs and maintenance of electro-mechanical equipment (lights, water heaters, water pumps, shower sinks, office/guest house electrical fans, office/guest house door locks, etc.) • Keep relevant technical documents updated and advise the Administration within technical area • Clean and maintain the compound facilities (offices, toilets, guest rooms, guest house and exterior around these facilities) • Maintenance of grass inside of compound as well as pruning of the flowers in the compound • Perform other duties assigned by the supervisor 	
<p>Additional Consideration:</p> <p>The Compound Janitor is to abide by the policy set by the Norwegian People's Aid (NPA) and represent the organisation in a loyal and responsible manner</p>	
<p>Interested applicants should submit a non-returnable application (covering letter, updated CV, letter of recommendation/accreditation from previous employment and photocopies of their certificates) to the following: email: okweraj@npaid.org by 08th March 2016.</p> <p>Applicants can also bring their hard copies applications to the Administration office in Yei; we are located in Logobero, One mile off Maridi road.</p>	
<p>Please note: only short listed candidates will be contacted, and applications received after the closing day of 08th March 2016 will not be considered.</p>	

Norwegian People's Aid
Humanitarian Disarmament
Logobero Camp
Yei River County
Central Equatoria State
South Sudan

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