

**USAID Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity
SCOPE OF WORK**

TITLE: Cleaner
DURATION OF CONTRACT: LTTA
LOCATION: Juba, South Sudan
SUPERVISOR: Human Resources and Administration Manager



Project Background:

The purpose of the Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Gender, Aware, Sustainable WASH Activity intends to implement WASH improvements across the following 13 counties in South Sudan – Mayendit, Leer, Panyijar, Jur River, Wau, Kapoeta North, Budi, Baliet, Ulang, Akobo, Uror, Duk, and Pibor.

Position Summary:

Under the direction of the Human Resources and Administration Manager, cleaners are responsible for maintaining a clean, hygienic, and professional office space for employees and visitors through daily cleaning of DT Global South Sudan's Office.

Duties and Responsibilities:

- Ensure that all occupied offices and common spaces are clean and maintained to standards expected in a professional environment
- Make sure COVID-19 mitigating supplies (such as hand sanitizer, spare masks, and tissue boxes) are well stocked in all offices daily, and make sure all cleaning tasks are carried out with COVID-19 safety and mitigation best practices in mind
- Wipe down all surfaces (including desks, tables, counters, cabinet tops, bookshelves, etc.) each morning with proper cleaning supplies to remove dust, dirt, and any other mess
- Sweep and mop all floors to clear them of dust, dirt, waste, etc.
- Empty all office waste baskets each morning and/or evening
- Ensure drinking water containers are replaced when empty
- Regularly clean any areas where dust tends to gather, including windows, windowsills, AC units, etc.
- Clean glass surfaces (such as windows, cabinet doors) on a weekly basis with appropriate chemicals
- Ensure daily that all bathrooms are thoroughly cleaned, maintained, and stocked
- Ensure that the kitchen, dishes, and all supplies are clean and regularly restocked. In addition to the points above, this includes the following:
 - Kitchen surfaces are cleaned with proper surface cleaner every evening at close of business
 - Dishes (such as plates, silverware, glasses, and mugs) are cleaned daily and stocked in the appropriate places
 - Coffee and tea supplies are regularly stocked in the kitchen
 - The refrigerator is cleaned weekly
- Ensure outdoor areas are cleaned and tidied as needed
- Report any supply shortages, maintenance issues, or other identified building problems to the Human Resources and Administration Manager
- Other tasks as assigned by supervisor

**Education and Certifications:**

- Completion of Primary school required. Secondary school preferred.

Key Position Competencies and Experience:

- At least one (1) year of experience working as a cleaner in a professional setting
- Effective oral communication as well as interpersonal skills
- Must be motivated, hard-working, and trustworthy
- Physically able to lift drinking water containers for dispensers as well as lift buckets of water for mopping
- Demonstrated problem solving and analytical skills and good judgement
- Excellent time management and prioritization skills
- Be proactive and able to work cross-culturally
- Ability to communicate clearly and concisely (proficiency) in English required, with Arabic and other local languages preferred
- Position open to South Sudan nationals only

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

Application Process:

To apply, please send your CV and Letter of Motivation **as one single document** to gaswash.recruiting@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, December 20, 2021, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.