

Promoting Civic Engagement and Peace (PCEP) Program

SCOPE OF WORK



TITLE: Cleaner
DURATION OF CONTRACT: One-year, renewable
LOCATION: Juba, South Sudan
SUPERVISOR: Assets and Facilities Officer

Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Promoting Civic Engagement and Peace (PCEP) Activity in South Sudan. PCEP will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. PCEP will primarily program in Unity, Greater Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria regions, although geographic focus may shift.

Position Summary:

Under the direction of the Assets and Facilities Officer, 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.

Roles and Responsibilities

- Ensure that all occupied offices and common spaces are clean and maintained to standards expected in a professional environment;
- All surfaces – desks, tables, counters, cabinet tops, bookshelves, etc. – are wiped down each morning with proper cleaning supplies to remove dust, dirt, and any other mess;
- All floors are swept and mopped to clear them of dust, dirt, waste, etc.;
- All waste baskets are emptied each morning and/or evening;
- Drinking water containers are replaced when empty;
- Any areas where dust tends to gather – windows, windowsills, AC units, etc. – are regularly cleaned;
- Glass surfaces (windows, cabinet doors) are cleaned weekly with appropriate chemicals;
- Ensure daily that all bathrooms are thoroughly cleaned, maintained, and stocked daily.
- 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 (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 Assets and Facilities Officer;
- Other tasks as assigned by the Assets and Facilities Officer.

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.
- Fluency in English, required. Arabic, preferred.

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 listening 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 PCEP-administration@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(s) of the position** you are applying for, as advertised at the top of this job vacancy announcement. For example, if you are applying for the post of Procurement Officer in Wau, the subject line of your email submission will read "Procurement Officer – Wau". If the at the top of this job vacancy announcement there are multiple locations listed and you would like to be considered for multiple locations, include all the locations in the subject line, for example "Procurement Officer -Wau, Juba, Bentui". If you are applying for multiple positions/roles at DT Global, please submit separate emails for each position you are applying to. Please **apply electronically**, DT-Global will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, January 11, 2021 at 5:00PM, East Africa Time.** Emailed CVs received after this time will be deleted.

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 South Sudan 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.