



JOB OPPORTUNITIES

Job Code: 002
Job Title: Office Cleaner
Location: Juba
Contract Type: Regular Contract (dependent on funding)
Reporting To: Logistics & Admin Officer
Number of Positions: 1
Application deadline: April 30, 2026,

* The position is open to South Sudanese nationals ONLY

PROJECT DESCRIPTION AND SUMMARY OF ROLE

The Advancing HIV & AIDS Epidemic Control (AHEC) Activity is a U.S. Department of State-funded initiative implemented in South Sudan by IntraHealth International to strengthen HIV prevention, care, and treatment services. The project approach focusses on Facility and community led responses, strategic case finding, retention in care, and the delivery of high quality, client centered HIV services.

The Office Cleaner is responsible for maintaining a clean, organized, and hygienic office environment. The role supports employee health, productivity, and a professional workplace appearance by ensuring all office spaces are cleaned and maintained to required standards.

Key Duties and Responsibilities

- Clean offices, meeting rooms, corridors, and common areas daily
- Sweep, mop, and polish office floors
- Dust and wipe desks, chairs, cabinets, shelves, and office equipment
- Clean windows, doors, and partitions
- Clean and sanitize toilets, washrooms, and kitchen/pantry areas
- Refill washroom and kitchen supplies (toilet paper, soap, paper towels)
- Empty and dispose of waste bins properly
- Report damaged furniture, equipment, or maintenance issues
- Handle cleaning materials and equipment safely
- Follow workplace health, safety, and hygiene policies
- Perform other cleaning-related duties as assigned by the supervisor



Minimum Qualifications

- Basic education (able to read and follow instructions)
- Prior office or commercial cleaning experience is an advantage
- Knowledge of basic cleaning tools, detergents, and safety practices

Required Skills and Competencies

- Attention to cleanliness and detail
- Time management and reliability
- Ability to work independently and follow schedules
- Physical ability to perform cleaning tasks
- Good interpersonal skills and professional conduct

Working Conditions

- Indoor office environment
- May require early morning, evening, or weekend shifts
- Physical activities include standing, bending, lifting, and walking

Performance Standards

- Office areas are consistently clean and presentable
- Tasks completed according to daily schedules
- Compliance with safety and hygiene requirements
- Demonstrate honesty, punctuality, and accountability



APPLICATION PROCEDURE

To complete your submission, please:

- 1- Complete the application form by clicking <https://qr.link/biKNg8> or scanning the QR code at the bottom of the page.
- 2- Send email to ahecrecruitment@intrahealth.org In the subject line, write the following: [Job Code_Job Title_Post Location_First & Last Name]. Example: [002_Office Cleaner_Juba_John Doe].
- 3- Attach the following documents to your email: Cover letter, Updated CV, Copies of academic certificates, National ID & Contact details for three professional references (including current supervisor)

Deadline for receiving applications is Thursday, April 30, 2026. Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

You may also submit hard copies of your application at any of the following IntraHealth locations closest to you. Please note that submitted documents are non-refundable:

- **Juba:** Juba Nabari near American Residence, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.

Due to the urgency to fill this position, applications will be reviewed on rolling basis

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