



EMPLOYMENT OPPORTUNITY EXTERNAL POSTING

POSITION TITLE : Cleaner (1)
POSITION LOCATION : Juba, South Sudan
REPORTS TO : Operation, Logistic and Security Officer
CONTRACT TERM : 1 year, renewable
APPLICATION DEADLINE : 15/08/2025- at 4:00 PM CAT

Background:

World University Service of Canada (WUSC) is a leading Canadian international development organization. Our vision is a world where every young person thrives and belongs, achieved by catalyzing positive education and economic outcomes for young people. We support all young people, with a focus on women and displaced people. WUSC currently works in over 25 countries across Africa, Asia, the Middle East, and Latin America. Globally, we partner with a network of higher education institutions, civil society organizations, private sector partners, professionals, students, volunteers, faculty and community leaders that work with us to achieve our mission.

WUSC is launching its new 5-year project, Strengthening Collection Action and Learning for Education (SCALE), that is designed to enhance the empowerment of adolescent girls to access educational pathways in border zones of South Sudan (Yei River, Kajo Keji and Magwi). The project will support key actors in the education ecosystem to test, adapt, expand, and sustain innovative models and practical approaches to improve learning opportunities for girls and other vulnerable groups. This project is funded by Global Affairs Canada.

In its approach, WUSC will use a systems strengthening approach which includes localization; capacity strengthening; innovation; a strong learning agenda; support for collective, collaborative, and complementary action; and focused implementation in geographies where solutions can also be tested for their broader relevance and impact. The project will work with local implementing partners, women rights organizations, training institutions and state actors, as well as international development actors to create an enabling environment for girls' education.

Purpose

Under the supervision of the operations, logistics and security officer, the cleaner shall implement cleaning activities within the WUSC office. She/he shall always ensure that high standard hygiene and sanitation services are maintained at all times.

Key responsibilities

1) Office Cleaning

- Clean the office floor, office furniture, kitchen, toilets, window panes, kitchen utensils, making sure they are in desirable hygienic condition;
- Report any damages to office furniture, toilet facilities, window panes and kitchen utensils to the Logistics Manager for action;
- Budget for and purchase office requirements like sugar, tea, coffee, toiletries and others and submit to logistic manager
- Cleaning Restrooms: Maintaining cleanliness in restrooms, which includes cleaning sinks, mirrors, toilets, and floors, as well as restocking toiletries like soap and toilet paper.
- Emptying Trash Bins: Disposing of waste from bins throughout the office, including in the kitchen, restrooms.
- Kitchen Cleaning: Cleaning kitchen surfaces, sinks, coffee machines, as well as ensuring that dishes and utensils are properly cleaned and stored.
- Maintaining Cleaning Supplies: Monitoring and maintaining a stock of cleaning products and equipment, ensuring they are in good condition and available for use.
- Reporting Maintenance Issues: Identifying and reporting any maintenance problems (e.g., broken fixtures, plumbing issues) to the appropriate personnel.
- Ensuring Health and Safety Compliance: Adhering to office safety and cleaning standards, including using appropriate cleaning agents and following safety procedures when handling cleaning chemicals.
- Arrange the Boardroom in preparation for meetings within WUSC office
- Cooperate with the rest of the staff; Follow all health and safety regulations.

2) Cooking services

- Develop weekly menus that balance nutrition, variety.
- Prepare breakfast, lunch for the staff in the office.
- Track food costs, manage spending, and suggest cost-saving alternatives without compromising quality.
- Ensure compliance with food safety regulations, conduct regular hygiene checks, and maintain safety logs.
- Implement strategies to reduce food waste, compost leftovers, and promote sustainability in the kitchen.
- Collect feedback from staff on meals

QUALIFICATIONS AND COMPETENCIES:

Education:

- At least a secondary school certificate.
- Additional training in catering services will be an added advantage.

Required skills and Experience:

- Significant experience in providing cleaning services for NGOs.
- Demonstrates integrity, respect, and sensitivity to culture, gender, religion, nationality

and age.

- Proven experience as a cook (preferably in a small-scale or institutional setting).
- Knowledge of food safety and sanitation standards.
- Ability to plan menus and prepare meals efficiently
- Strong time management and organizational skills.
- Good communication skills and ability to work independently.
- Clear understanding of Team Work.
- Flexible personality and negotiation skills.
- Ability to work under pressure.

Language:

- Complete fluency in English is essential.
- Fluency in Arabic will be an advantage.
- Excellent writing skills in English are required.

Why work with WUSC?

Join Us. Our work is important, cutting-edge, and fast-paced. We encourage curiosity, innovation, and flexibility, and we provide a phenomenal learning experience.

WUSC offers a dynamic international work environment with a diverse intercultural workforce. We offer employees exciting opportunities to apply their skills and gain experience all while making a difference in the lives of youth around the world. Employees at WUSC work hard to create lasting change in education, economic opportunities, and empowerment.

Applications:

WUSC offers a dynamic international work environment with a diverse intercultural workforce. We offer our personnel exciting opportunities to apply their skills and gain experience all while making a difference for youth around the world. Personnel at WUSC works hard to create impactful change through education and economic outcomes for young people.

To apply, please! Send your Cover letter, CV, & ID card as one Document with three professional References to specifying -''**Application for the Position of a Cleaner**'' as the title of your email to Procurement.southsudan@wusc.ca , or hard copy Applications delivered to **World University Service of Canada Office Located at - SCANDIC BUILDING, Next to Crown Hotel, Behind Kenya Airways Office at Airport Road.**

WUSC is an equal opportunity employer. Female candidates and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No telephone calls please.