



JOB VACANCY - INTERNAL & EXTERNAL

Job Title:	Office Cleaner (1)
Department:	Administration
Reporting to:	HR & Admin Assistant
Base Location:	Yei County, Central Equatoria State
Duration:	8 months with possibility of extension

Organizational Background

Facilitating Action for Community Empowerment (FACE) is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

Mission: FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

Vision: Resilient and sustainable communities.



Project Overview.

FACE with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs**) to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan's fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

Key Responsibilities

1. Clean offices, meeting rooms, corridors, and common areas daily.
2. Sweep, mop, and polish floors regularly.
3. Dust office furniture, equipment, shelves, and windows.
4. Clean and disinfect toilets, kitchens, and wash areas.
5. Empty waste bins daily and ensure proper waste disposal.
6. Refill toiletries such as soap, tissue paper, and hand sanitizers as needed.
7. Maintain cleanliness of the compound surroundings where applicable.
8. Report any damages, maintenance issues, or security concerns to the supervisor.
9. Ensure cleaning materials and supplies are properly used and stored.
10. Support preparation and cleaning during meetings, workshops, and office events.
11. Perform any other related duties assigned by the Supervisor.

Minimum Qualifications/Experience

- Minimum of Primary or Secondary School Certificate.
- Previous experience in office or institutional cleaning is an added advantage.
- Basic understanding of hygiene and sanitation standards.
- Ability to follow instructions and work independently.
- Good conduct, honesty, and reliability.
- Ability to work with minimal supervision.



Desirable skills and Knowledge.

- Strong community engagement and facilitation skills.
- Trustworthy and respected within the community.
- Team player with good problem-solving skills.
- Commitment to humanitarian principles, code of conduct, and safeguarding (PSEA).

Other Required information

Code of Conduct and Safeguarding

The Community Mobilizer must:

- Adhere to the organization's Code of Conduct.
- Uphold protection principles and zero tolerance for sexual exploitation and abuse (PSEA).
- Maintain confidentiality of beneficiary information.

Deliverables

- Regular community sensitization sessions conducted.
- Beneficiary lists and attendance records properly maintained.
- Timely field activity reports submitted.
- Documented community feedback shared with the project team.

Policy Compliance.

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be reported through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.



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How to apply

Interested and qualified candidates must submit their applications by email to jobs@facesouthsudan.org or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19th Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

Note: Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

DO NOT attach your original academic documents.

Other information

Note due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

This position is open for South Sudanese Nationals ONLY
"Female candidates are highly encouraged to apply"
Only short-listed candidates will be contacted for interviews.

