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 Approved by Senior Inspector  
 MTEL/ASSJ.  
 15/06/2022  
 15 JUN 2022



Advertisement, Cleaner (for pool)

USAID/South Sudan Monitoring, Evaluation and Learning Support (MELS)  
 Activity, Juba South Sudan

**Background:**

Implemented by Integrity Global, Inc. and MSI, the Monitoring, Evaluation, and Learning Support activity (MELS) supports USAID/South Sudan through tailored monitoring and evaluation services to enhance Mission programs. In a dynamic operating environment, MELS provides the Mission with flexible, demand-driven technical, analytic, and advisory support that:

- Helps the Mission internalize and integrate concepts under Collaborating, Learning, and Adapting (CLA),
- Strengthens knowledge management and improves institutional memory,
- Advises on and produces fit-for-purpose MEL products,
- Enhances organizational effectiveness and operational efficiency, and
- Strengthens data-driven decision making through Geographic Information Systems (GIS) and other innovative spatial analyses.

**Project Description:**

The MELS activity and Policy Link are supporting the implementation of the Mission’s participatory monitoring strategy by supporting Implementing Partners (IPs) to increase the role of local populations in select geographic areas in identifying and responding to their priority needs for building resilience and reducing vulnerability. With this approach, the community, local governments, and donor agencies require evidence to inform joint decision making at local, and county levels. MELS will work with the target communities and flagship IPs to identify indicators and targets to assess progress toward mutually agreed-upon development goals and objectives. MELS will also establish virtual and in-person county “learning hubs” to facilitate critical discussions among community members and IPs on progress, challenges, and joint problem solving.

**Scope of Work/Job Description:**

Under the direct supervision of Human Resources & Administration Manager. The incumbent of the post will be responsible for maintaining the overall cleanliness and tidiness of Integrity Global offices space at Goshen House.





**Responsibilities**

The employee shall have the following duties and responsibilities:

- Cleaning and sanitizing of all the offices, cleaning floors, windows, mopping, sweeping.
- Dusting of all office furniture’s, including conference meeting rooms.
- Cleaning and sanitizing restrooms daily and replenishing stocks, i.e., soaps, tissues, paper towels.
- Emptying of dust bins daily and ensuring they are clean and sanitized.
- Maintain an inventory of kitchen items and assets i.e., cookery items.
- Keeping the kitchen, pantry & fridges clean
- Refilling all water dispensers and cleaning them on weekly basis.
- Follow all health and safety regulations as provided by the company health & safety guidelines
- Scrubbing sinks, basins, and toilets as required
- Maintaining and refilling of all cleaning equipment’s, supplies, and products.
- Keeping all spaces neat and tidy
- Conduct any other related tasks as may be required from time to time.

**Required Qualifications**

- High school certificate or its equivalent
- Over two (2) years working experience in a similar position
- Good interpersonal skills and experience in working with different agencies
- Good communication skills (Oral and Written) in both English and Arabic

Integrity and MSI is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work.

Only candidates who have been selected for an interview will be contacted. No phone calls, please.

**Closing Date:** July 2<sup>nd</sup> ,2022.

**To apply:** please hand deliver and addressing your application to Integrity Global MELS Human Resources department, Goshen House, Gate 1



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