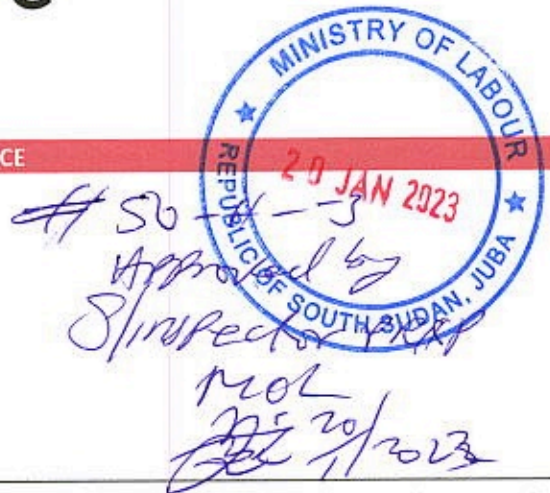


**TERMS OF REFERENCE**

**Position:** Cleaners  
**Duty station:** Juba  
**Application start:** 20/01/2023  
**Application end:** 08/02/2023

**OVERVIEW OF CTG GLOBAL**

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys, and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilise at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on a number of occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organisations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

Visit [www.ctg.org](http://www.ctg.org) to find out more

**OVERVIEW OF THE POSITION AND KEY RESPONSIBILITIES**

The selected candidate will have to provide a high standard of hygiene and cleanness throughout the guesthouse and the premises by ensuring deep cleaning of the accommodations, the outside areas and by keeping all areas neat and tidy.

Key responsibilities:

- Always ensure the interior of the guesthouse are clean by sweeping, mopping, dusting, etc.
- Prepares/lays beds daily.
- Ensures that the toilets and bathrooms of the guesthouse are kept very clean, floor and wall tiles mopped to maintain the tidiness - the highest degree of cleanliness will be required
- Ensure that all the bed sheets that have been used are washed, ironed, and packed for future use
- Clean windows and windows frames, glass partitions, and glass doors
- Maintain hygiene inside the guesthouse, kitchen, and the surrounding environment
- Carries out regular cleaning of the surrounding areas that are part of the premises.
- Dust all furniture and scrub surfaces clean (desks, side tables, bookshelves, filing cabinets, chairs)
- Empty trash bins and change plastic bags
- Ensure the daily collection of the building trash
- Ensures regular and adequate provision of consumables and cleaning materials
- Keep an updated tracker of all cleaning materials
- Identify and report possible repairs and burnt light fixtures
- Undertake any other duties as may be required from time to time
- Backup other cleaners' assignment in case of their absences



## REQUIRED QUALIFICATIONS AND EXPERIENCE

*Qualification and Education:* High school graduate

*Knowledge and Experience:*

- 3 to 5 previous experiences as a cleaner/genitor
- Minimum of 3 years of experience in a similar role
- Previous experience in international/multinational firms/organizations is an asset

*Languages:* fluency in English and Arabic, ability to understand and speak other local languages is an asset

*Required Competencies:*

- Exemplifying integrity
- Demonstrating commitment
- Embracing cultural diversity
- Embracing changes
- Managing information and workflow
- Planning, organizing, and multitasking
- Achieving results
- Being accountable
- Developing and applying professional expertise
- Ability to work as part of a team
- Great communication skills
- Providing logistical support

**Qualified female candidates are encouraged to apply for this role.**

In order to apply for this role please deliver your CV, and Cover letter to CTG Office in Rock City, Suk Mumur Road or by email to the address: [southsudan@ctg.org](mailto:southsudan@ctg.org) - please make sure **the subject of your email states the position – "Application for Cleaner"** or your application might be overlooked

### IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV, Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

