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Coordination
Office

South Sudan

Thursday, November 18, 2021

Internal and External Vacancy Advertisement

Date Advertised:	Friday, November 19, 2021
Deadline:	Thursday, December 09, 2021
POSITION (1):	Cleaner (100%)
Duty Station:	Yambio

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is based on a wealth of regional and technical expertise and on tried and tested management know-how. We are a German federal enterprise and offer workable, sustainable, and effective solutions in political, economic, and social change processes.

Most of our work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad. These include governments of other countries, the European Commission, the United Nations, and the World Bank. We are equally committed to helping our clients in the private sector to attain their goals.

The GIZ Coordination Office in Juba is urgently seeking 1 qualified South Sudanese candidate to fill the vacant position of a Cleaner in its Food Security and Management of Natural Resources in accordance with the terms and conditions below:

A. Responsibilities:

The cleaner is responsible for

- Maintaining a high standard of cleanliness in the GIZ office and its surroundings
- Managing the cleaning supplies
- Handling all laundry services and maintaining outside public spaces always clean
- Managing the handwashing facilities
- Managing waste safely
- Maintenance of the office rooms and ensuring that windows and doors are closed and locked when staff are out of the office.

B. Tasks:

The cleaner performs the following tasks:

1. Cleaning

- Emptying trash cans and removing any rubbish from the office rooms
- Equipping handwashing facilities with clean water and soap to guarantee continuous availability
- Desinfecting offices



- Daily cleaning and tidying up of offices, toilets, pathways, and surroundings • Cleaning walls, windows, doors and roofs of office rooms



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2. Service

- Ensuring availability of tea and drinking water for staff
- Buying lunch for office staff when required
- Supporting the Agriculture Assistant in stock taking
- Running errands and carrying out other tasks needed for the smooth running of the office
- Providing services at meetings, e.g., servicing coffee and tea.

3. Knowledge management

- Recording and managing cleaning supplies
- Reporting needs for cleaning supplies

C. Required qualifications, competencies, and experience

- Secondary school education
- Ability to read and write simple arithmetic/maintain simple records
- Good knowledge of the English language
- 1-2 years of relevant work experience
- Self-disciplined, reliable, punctual
- Self-motivated with strong work ethics, including willingness to work late hours
- Resilience and patience
- Appropriate appearance and attire (maintaining a proper environment and personal hygiene) • Ability to follow instruction and adhere to set rules • Ability to remain calm in stressful situations.

Application procedure:

Applicants should submit their CVs and cover letters declaring interest for the position to the YUWASCO office opposite Yambio State Secretariate. Applicants must send their applications not later than Thursday, December 09, 2021 before 4:00PM.

Please note that all applications should be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s), and a copy of the national certificate.

Original documents will only be required for verification during interviews if requested.

NB:

The position is open to South Sudanese citizen only. Only shortlisted candidates will be contacted for interviews.

Please carefully read the requirements and the job description and assess your eligibility before you apply.

Please ensure that you and your referees are reachable via the stated contact information during daytime.



Interviews will be conducted in Yambio. Applicants must sign a form at the reception when submitting their application.

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** provides equal employment opportunities to all, regardless of gender or disability. Interested men are highly encouraged to apply.

