



**IntraHealth International Inc., CDC Project – Juba, South Sudan**

**Vacancy Announcement**

Job Title : Office Cleaner  
Location : Juba, South Sudan  
Contract Type : Regular dependent on funding  
Supervisor : Operations Officer  
No. of Post : 2 positions  
Duration : Regular with 3 months probationary period  
Application Deadline: 4<sup>th</sup> May 2021  
Start Date : ASAP



**BACKGROUND:**

IntraHealth International with funding from CDC is supporting the Ministry of Health (MOH) strengthen the capacity of South Sudan Public Health Institute; the surveillance, data management systems and processes and county-level M&E capacity for disease outbreak emergency response in South Sudan. The office cleaner will perform the follow functions/tasks within the project.

**PRIMARY RESPONSIBILITIES**

1. S/he is responsible to perform various cleaning activities that include cleaning office rooms, restrooms, floor of corridors, fittings, and tubes as well as washing floor, dusting furniture, disinfecting bathroom floors, and other cleaning related activities as requested by the direct supervisor at the SSPHI/MOH on daily basis.
2. S/he will wash and empty the dust bins in the SSPHI/MOH office on daily basis and discard the clinical waste properly without exposing self and others to danger.
3. S/he will sweep and mop SSPHI/MOH toilets on daily basis.
4. S/he is responsible for cleaning of all the office tables plus the filing cabinets.
5. Maintain all cleaning equipment and materials in good working condition.
6. Report any broken items, report stock levels and requests of items promptly to the direct supervisor and / or his designee.
7. Report any emergency maintenance problems that include toilets/showers/and other water fixtures to either the direct supervisor or his designee for immediate fixing.
8. Perform any other task as maybe assigned by the supervisor or his designee

### **Required qualifications and experience**

- Minimum of primary leaving certificate
- Good written and oral communication skills in Arabic and English
- Familiarity with the area of operation
- Be mature in age and able to maintain confidentiality
- Ability to follow instructions, detail- oriented, professional attitude is required.
- Ability to work independently
- Ability to use a computer will be an added advantage.

### **Working conditions/physical requirements**

- Comfortable working with government partners
- Employee wears semi-business attire
- Demonstrate discipline with the staff and visitors to the office



### **Competencies**

- **Innovation:** Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of IntraHealth's performance and meeting objectives, results and global commitments.
- **Accountability** - Holds self and others accountable for all work activities, research and personal actions and decisions.
- **Service Excellence:** Knowledge of and ability to put into action customer service concepts and meet or exceed those needs and expectations through providing excellent service directly or indirectly.
- **Problem solving skills:** Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving operational or process problems; ability to apply this knowledge appropriately to diverse situations.
- **Effective Communication (Oral and Written)** - Understands effective communication concepts, tools and techniques; ability to effectively transmit; explain complex technical concepts in simple and clear language.
- **Planning and Organizing** - Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships** - Knowledge of and the ability to effectively interact within and across Directorates, Departments, programs in a constructive and collaborative manner.

**Due to the urgency to fill this position, applications will be reviewed on a rolling basis.**

### **Application Procedure**

Interested and competent candidates can submit their application Letter, copy of National ID card, Academic Credentials and a Curriculum Vitae (CV) including contact



details of 3 professional references who must be the most recent or current supervisor.  
Use this email address for submission [Recruitment-SS@intrahealth.org](mailto:Recruitment-SS@intrahealth.org)

Hard copies of applications can also be dropped at IntraHealth International office located at Juba Nabari near American Residence, opposition Watoto Church, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.

**Deadline for receiving applications is 17:00 hrs, South Sudan Time on or before 4<sup>th</sup> May 2021.**

**This position is open to South Sudanese nationals ONLY.**

*IntraHealth International is an Equal Opportunity/Affirmative Action Employer*

