



VACANCY ANNOUNCEMENT

Terre des Hommes Foundation (Tdh) is an international NGO focussed on Child Rights. To support the development of its projects in Juba, Tdh is encouraging applications from South Sudanese nationals for the role of:

Cook/cleaner.

Duty station: Juba

Contract duration: 3 months (with possibility of Extension depending on availability of funds)

Starting Date: ASAP

Duties and Responsibilities

- Ensure the all areas, facilities and materials are left clean at the beginning and at the end of each day;
- Respect the essential hygiene regulations and maintain exemplary conditions of hygiene in the apartment
- Do any ad hoc grocery shopping if requested by any of the international staff.
- Clean and disinfect the bathrooms and toilets
- Clean bed rooms and regularly change bed sheets.
- Empty and wash out bins in all rooms.
- Ensure that each bathroom is equipped with toilet paper, soap and a hand towel
- Empty waste paper baskets and rubbish bins
- Wash, dry and iron the clothes of Tdh's expatriates' personnel, towels and bedrooms
- Manage the stock of cleaning materials and make sure they are kept in a good place
- Ensure that no unauthorized person (other than the expatriates) enters the bedrooms
 - Prepare awesome meals for our expatriates
 - Check food and ingredients for freshness.

Ensure that kitchen area, equipment and utensils are cleaned.

Job requirements:

- Two years of professional experience especially with an international NGO.
- Fluency in English and Arabic.
- Strong sense of personal integrity
- Good organizational skills
- Ability to improvise, flexibility, cultural and environmental sensitivity
- Team work skills
- Work well under pressure and within the time limit

- Good working knowledge of accepted sanitation standard and health codes.

Education:

The holder should have completed at least secondary school and must have attended training in catering and housekeeping.

Others:

Undertake any other duty that may be assigned to the employee by the line manager which is not mentioned in the job description but applicable to the function from time to time.

Application modalities:

Qualified and interested candidates should submit their updated CVS, Academic Certificates and a covering letter to: **Terre des Hommes, Hai cinema, plot 43 block AXI, 2nd class, Juba, South Sudan**, or be emailed to: tdhsshra@gmail.com.

Clearly with the title indicated, "Cook/cleaner".
Closing date is August 23th, 2019.

Only shortlisted candidates will be contacted for a written test and women are highly encouraged to apply.

Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which includes the prevention of all forms of child abuse. Tdh is an equal opportunity employer.

Submitted documentation will remain Tdh properties (do not submit originals).

