



## IMA WORLD HEALTH

### VACANCY ANNOUNCEMENT

#### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Cleaner – Maternity Cover
<b>PROJECT:</b>	Shared
<b>LOCATION:</b>	Juba
<b>DEPARTMENT:</b>	Operation
<b>REPORTS TO:</b>	Admin Assistant



#### Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding.

#### **Summary/Job Purpose**

- The Cleaner will work in the IMA World Health Office in Juba or field under the supervision of the Administrative Assistant. This person must have a good command of Juba Arabic and English. He/she will ensure the IMA Juba office, operates on a clean and organized environment, with regard to all programs in South Sudan.

#### **Major Responsibilities:**

- Responsible for all basic cleaning in and around residences or office buildings.
- Cleans floors and rooms. Including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, and spot cleaning glass and windows.
- Cleans restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, and cleaning toilets and urinals.
- Vacuums, empties trash, and replaces liners.
- Sets up, stocks, and maintains cleaning equipment and supplies.



- Monitors and maintains sanitation and organization of assigned areas.
- Transports dirty linens to correct area to be cleaned and restocks areas with clean linens.
- Prepare tea and wash the utensils e.g. tea cups, glasses, plates etc.
- Assists other departments when needed to ensure optimum service to guests.

### **Qualifications/Experience/Skills**

- Primary or Secondary School certificate
- At least 1-2 years' experience working in a similar role with an international NGO or similar organization is preferred.

### **Essential**

- Ability to work both in a team and autonomously, taking initiative to identify needs, challenges, and way forward
- Strong communication and collaboration skills
- Team management and teamwork skills
- Delivering technically-sounds results and deliverables in timely manner
- Planning and decision making
- Relationship-building
- Creativity and Innovation

### **Desirable**

- Knowledge of South Sudan context and ability to hit the ground running with minimal supervision.



### **APPLICATION INSTRUCTIONS:**

Interested candidates who meet the above conditions should forward their CVs and covering letters (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail [jubahr@imaworldhealth.org](mailto:jubahr@imaworldhealth.org), or hand delivered to IMA World Health office, in Juba. Deadline for submission is **Thursday December 21, 2023, by 5 PM South Sudan time**. We will be reviewing applications on daily basis.

### **Applications will be reviewed on a rolling basis.**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

**Open to South Sudanese nationals only**

