TITI FOUNDATION
The Hope for the Marginalized in South Sudan

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BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of "**TOGETHER IN TRANSFORMATIONAL INITIATIVES"-** promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

SD-H-3
Approved by Director /
MOL/RIS

MINISTRY OF LABOR
16/11/2026
16 NOV 2026
REPUBLIC OF SOUTH SUDAN

Position Title: Support Staff (Cook/Cleaner)
Department: Operations and Administration
Duty Station: Juba, Central Equatoria State, South Sudan
Employment Type: Full-time
Number of Positions: Two (2)
Reports To: Administration Officer / Operations Manager

Job Purpose

The Support Staff (Cook/Cleaner) will be responsible for preparing meals and refreshments for staff and official guests, maintaining cleanliness and hygiene within the office premises, and ensuring that kitchen facilities, office spaces and sanitation areas are clean, safe and properly maintained.

The successful candidate must demonstrate honesty, discipline, attention to detail, good hygiene practices and the ability to work cooperatively with other staff.

Key Roles and Responsibilities

A. Cooking and Kitchen Management

1. Prepare and serve meals and refreshments for staff and official guests as required.
2. Ensure food is prepared hygienically and according to appropriate food safety standards.
3. Maintain cleanliness and proper organization of the kitchen and cooking equipment.
4. Ensure food items and kitchen supplies are properly stored.
5. Monitor kitchen supplies and report shortages to the supervisor.
6. Avoid unnecessary wastage of food and kitchen materials.
7. Wash and properly store cooking utensils, plates, cups and other kitchen equipment.

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B. Office Cleaning and Maintenance

1. Clean offices, meeting rooms, corridors, reception areas and other designated spaces.
2. Sweep, mop and dust office floors, furniture, windows and other surfaces.

3. Clean and disinfect toilets, washrooms and sanitation facilities regularly.
4. Empty waste bins and ensure proper disposal of office waste.
5. Maintain cleanliness around the office compound and designated outdoor areas.
6. Ensure meeting rooms are clean and arranged before and after meetings.
7. Report any cleaning equipment shortages, damages or maintenance concerns.

C. General Office Support

1. Provide tea, drinking water and refreshments during meetings and official activities.
2. Assist in arranging meeting rooms when required.
3. Ensure adequate availability of drinking water, soap and other hygiene supplies.
4. Support general office arrangements and other administrative activities as assigned.
5. Handle office equipment and supplies responsibly.
6. Perform other reasonable duties assigned by the supervisor.

Qualifications and Experience

- Minimum of primary education; secondary education will be an added advantage.
- Previous experience in cooking, cleaning, housekeeping or similar support roles is an advantage.
- Basic knowledge of food preparation, hygiene and sanitation.
- Ability to maintain a clean and organized working environment.
- Ability to follow instructions and work with minimal supervision.
- Familiarity with Kajo-Keji and the surrounding communities will be an advantage.

Required Skills and Competencies

- Good cooking and food preparation skills.
- Knowledge of cleaning procedures and hygiene standards.
- Honesty, reliability and trustworthiness.
- Good time management and organizational skills.
- Ability to work cooperatively with colleagues.
- Respect for confidentiality and organizational property.
- Good interpersonal and communication skills.
- Ability to perform assigned duties responsibly.

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Personal Attributes

The successful candidate must demonstrate:

- High standards of personal hygiene and cleanliness.
- Professional conduct and discipline.
- Respect for all staff and visitors.
- Commitment to teamwork.
- Careful handling of office equipment and supplies.
- Willingness to learn and accept supervision.

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Professional standards
The TITI Foundation and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces polices on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy
Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person liked to the program by both its employees and downstream partner.

Equal opportunity employer
TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

1. A simple application letter.
2. Updated CV or personal profile.
3. Copies of relevant academic certificates, where available.
4. Contact details of two referees.

The above documents can be delivered to Titi Foundation Head Office, Nyakuron West, along Rock City Road behind blue flag, or sent in soft copy to: titifoundationss@gmail.com

Only shortlisted candidates will be contacted.
Submit your application before deadline, any application after 1st December 2026 cannot be considered.

Note: Female candidates are strongly encouraged to apply.

Due to the urgency of this role, applications will be reviewed on a rolling basis until the position is filled.



