

VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Cleaner**. Position to be based in **Juba**

Position open date: **March 12, 2025**

Closing date: **March 31, 2025**

Expected Start date: **April 2025**

Contract Duration: **8 Months with possibility of extension**

Location: **Juba**



Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

I. SUMMARY OF POSITION

Under supervision and guidance of HR Officer, the Cleaner shall provide cleaning services to ACF premises including the offices, compound, guest house rooms, meeting hall, toilets and birth rooms in order to maintain good hygiene and clean environment at all times. The cleaner shall wash clothes and beddings of the residents of the guest house.

PURPOSE

Under the supervision of the HR Officer, the cleaner shall implement cleaning and washing activities within the office premises, guest house and toilets. She/he shall always ensure that high standard hygiene and sanitation services are maintained at all times.

ENGAGEMENT

- ❖ Ensures consistency/integrity at work and in performing his/her duties all the times. Always support and direct guests and staff who may need not be familiar with the office.

DELIVERY

- ❖ The cleaner is expected to perform his/her activities at the office/guest house of ACF and its premises in order to maintain clean environment.

II. ESSENTIAL JOB FUNCTIONS

Ensure quality and timely provision of cleaning and washing services to ACF offices & compound.

1. Office Cleaning Services

- ❖ **Dusting and Wiping Surfaces:** Regular dusting and cleaning of desks, countertops, shelves, windowsills, and other surfaces to prevent dust buildup and maintain hygiene.



- ❖ **Vacuuming and Sweeping Floors:** Cleaning and vacuuming carpets or sweeping hard floors to ensure they remain free of dirt, dust, and debris.
- ❖ **Emptying Trash Bins:** Disposing of waste from bins throughout the office, including in the kitchen, bathrooms.
- ❖ **Cleaning Restrooms:** Maintaining cleanliness in bathrooms, which includes cleaning sinks, mirrors, toilets, and floors, as well as restocking toiletries like soap and toilet paper.
- ❖ **Disinfecting High-Touch Areas:** Regularly cleaning high-touch areas like doorknobs, light switches, elevator buttons, and handrails to reduce the spread of germs and bacteria.
- ❖ **Kitchen and Breakroom Cleaning:** Cleaning kitchen surfaces, microwaves, refrigerators, and dishwashers, as well as ensuring that dishes and utensils are properly cleaned and stored.
- ❖ **Window Cleaning:** Cleaning windows to remove dust, dirt, and smudges, ensuring a clear and professional appearance.
- ❖ **Maintaining Cleaning Supplies:** Monitoring and maintaining a stock of cleaning products and equipment, ensuring they are in good condition and available for use.
- ❖ **Reporting Maintenance Issues:** Identifying and reporting any maintenance problems (e.g., broken fixtures, plumbing issues) to the appropriate personnel.
- ❖ **Ensuring Health and Safety Compliance:** Adhering to office safety and cleaning standards, including using appropriate cleaning agents and following safety procedures when handling cleaning chemicals.

2. Toilets Cleaning Services

- ❖ Ensure all the toilets in the compound sections are clean at all times during the day. Should continually visit them to clean them whenever, dirty
- ❖ Ensure that cleaning detergents and liquids are available for cleaning the toilets

III. GENDER EQUALITY COMMITMENTS

- ❖ Foster an environment that supports values of women and men, and equal access to information.
- ❖ Provide a work environment where women and men must be evaluated and promoted based on their skills and performance
- ❖ Respect beneficiaries' women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age or marital status
- ❖ Value and respect all cultures.
- ❖ Promote and uphold the PSEA policy and procedures.

IV. PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions.

At the field, the employee must attest to a level of physical fitness capable of enduring physically difficult, highly stressful situations, which may include the necessity to walk long distances, to eat a limited diet and/or to reside in potentially uncomfortable housing or tents. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

V. WORKING CONDITIONS, TRAVEL AND ENVIRONMENT

The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.

Must be able to travel as required for standard domestic purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as infectious diseases



VI. REQUIRED QUALIFICATIONS

- ❖ Primary or High School Certificate
- ❖ Local resident of the location where ACF operates

VII. REQUIRED SKILLS & EXPERIENCE

- ❖ Significant experience in providing cleaning services for NGOs
- ❖ Good communication skills and ability to influence the community.
- ❖ Clear understanding of Team Work.
- ❖ Flexible personality and negotiation skills.
- ❖ Willing to work under high case-load of beneficiaries.

VIII. Commitment Anti-Discrimination and PSEA

- ❖ We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

I. SAFE GURADING COMMITMENT

Action against Hunger has zero tolerance towards all forms of harm and abuse.

We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Cleaner:** as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **March 31, 2025 at 5:00pm.** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

"Apply"

