ICRC

International Committee of the Red Cross (ICRC), South Sudan

The International Committee of the Red Cross (ICRC) is an impartial, neutral, and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

Disclaimer:
The ICRC does not request any form of payment at any stage of the recruitment process (application, interview, processing, training, or any other fees). Any such request is fraudulent and should be reported immediately. Only shortlisted candidates will be contacted.

External/Internal Vacancy Announcement

FUNCTION:	Housekeeper
NUMBER OF POSITIONS:	02
PLACE OF EMPLOYMENT:	Juba
CONTRACT DURATION:	12 Months

Purpose

The Housekeeper ensures that ICRC premises, including offices and residences, are maintained in a clean, hygienic and orderly condition, providing a comfortable and safe working and living environment for staff.

Main Responsibilities

- Washes bathrooms (floor, wall, mirror, sink and toilet), offices and residences with water and cleaning liquid.
- Checks frequently if the bathrooms are still clean.
- Empties paper basket in all rooms.
- Prepares coffee/tea and makes it available on the "coffee-break corner".
- Washes the cups and all cutlery used in the office.
- Checks and replenishes, when necessary, toilet paper, liquid hand soap, insecticide and air fresheners in all bathrooms.
- Washes towels from all bathrooms/residences.
- Wipes and washes all floors with water and cleaning liquid.
- Cleans desks, furniture, copy machines, scanners and printers.
- Cleans windows, doors and electric switches.
- Cleans fridges (inside and outside).
- Washes all curtains.
- Ensures that the outside of the Offices/Residences is always maintained in good condition and informs Supervisor when work is necessary.
- Reports any maintenance need (electricity, plumbing, lights) to Premises department.
- Provides cleaning/housekeeping/laundry services at ICRC premises.
- Informs Premises department about any issues regarding the premises (materials needed to carry out duties, malfunctioning equipment, damaged furniture or premises, etc.).
- Supports maintenance, logistics and other colleagues in a variety of manual tasks when assigned to the office.

Minimum required knowledge & experience:

- Basic literacy. Primary school education or related.
- A minimum of 1-3 years of relevant work experience in housekeeping, cleaning, laundry or a similar position.

Only short-listed candidates will be contacted.

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- Basic knowledge of cleaning techniques, products, equipment and hygiene standards.
- Ability to operate basic cleaning equipment and handle cleaning materials safely.
- Knowledge of basic health, safety and hygiene practices.
- Ability to identify and report maintenance issues, damaged equipment or other problems within the premises.
- Good organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Good communication skills and a respectful attitude towards colleagues and visitors.
- Physical ability to perform routine cleaning tasks, including standing, bending, lifting and moving cleaning equipment.

Required Personal Competencies

- Honesty, integrity and reliability.
- Strong sense of responsibility and commitment to assigned duties.
- Respect for confidentiality and discretion when working in offices and residences.
- Good time management and ability to prioritize tasks.
- Flexibility and willingness to support colleagues when required.
- Respectful attitude towards colleagues, visitors and other service users.
- Ability to follow instructions and comply with ICRC rules, regulations and working procedures.

Application Instructions:

Applicants are **highly encouraged to apply online** through the ICRC **e-recruitment system**:

1. Create an account at careers.icrc.org.
2. Fill in your details and submit your **one-page cover letter and CV (max 2 pages)** in English.

The e-recruitment system allows **secure submission of applications** and **tracking of application status**.

Hard copy applications can be submitted to the ICRC Country Head Office, located along Ministries Road, Amarat, Juba – South Sudan.

The deadline for application submission is Thursday 19th November 2026 at 5:00 P.M.

Only complete applications will be considered. Please note that this position is open only to South Sudanese nationals.

Commitment to Diversity

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified applicants, especially women and persons with disabilities.

We encourage persons with impairments to clearly indicate in their application how we can assist them during the recruitment process.

Code of Conduct and Confidentiality

The ICRC does not tolerate fraud, sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. Therefore, selected candidates will be subject to rigorous reference and background checks. All staff hired by ICRC are also expected to follow the ICRC's Code of Conduct.

All applications will be treated with the strictest confidentiality.

Only short-listed candidates will be contacted.

MINISTRY OF LABOUR 02 NOV 2026 REPUBLIC OF SOUTH SUDAN

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