



IMA WORLD HEALTH



VACANCY INTERNAL ADVERTISEMENT

POSITION DESCRIPTION

POSITION TITLE: Cleaner –1 Position
PROJECT: Momentum (MIHR)
LOCATION: Juba
DEPARTMENT: Operations
REPORTS TO: Procurement/Admin Officer

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. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

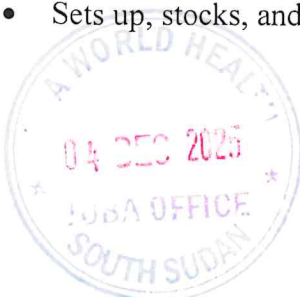
Position Description

This position for the MOMENTUM Integrated Health Resilience (MIHR) project, led by IMA World Health, will report to the Juba-based Procurement/Admin Officer. The Cleaner, based at IMA World Health Head Office, will work closely with all staff in based in Juba as well as visitors.

He/she will ensure the IMA Juba office, operates on a clean and organized environment, with regards 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. teacups, glasses, plates etc.
- Assists other departments when needed to ensure optimum service to guests.
- Perform other duties and responsibilities as requested by line manager

Qualification required:

- 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.

Knowledge and professional experience:

- 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

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (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, or hand delivery to IMA World Health Juba Office. Deadline for submission is **Tuesday December 23, 2025, by 5 pm South Sudan Local time.**

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

