



Approved
[Signature]

VA released date: May 22, 2023

Vacancy announcement

22 MAY 2023

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for a young motivated female candidate to fill the position of a **House Keeper** to be based in Juba Coordination office, under the supervision of the **HR / Admin Manager**.

Job Title	: House Keeper (National Position).
Job Location	: Juba
Report to	: HR/Admin Manager
No. of Position	: One (1)
Starting date	: As soon as possible
Deadline	: 6th June 2023

Overall Responsibility:

The housekeeper is responsible for the general housekeeping of Malteser International coordination office in Juba under the direct supervision of the HR/Admin Manager.

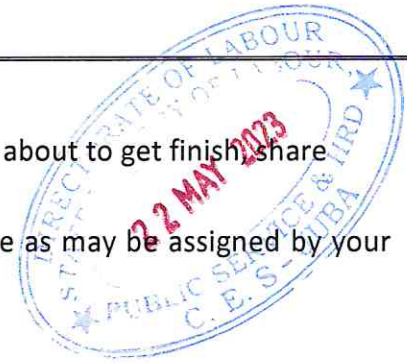
Key Tasks and duties:

- ✓ Daily Cleaning of the office; dusting, mopping, sweeping, washing the floor.
- ✓ Make sure the office compound is very clean.
- ✓ Clean and polish office furniture and equipment's so that health standards are met.
- ✓ Wash the dishes (cups and plates in the sink and clean kitchen along with the gas stove, refrigerator and cooking utensils. Make sure the sink is clean at all times.
- ✓ Make sure the conference room is clean and organized for meeting at all times, arrange water or coffee as may be required.
- ✓ Request for cleaning supplies toilets and bathroom, e.g., air fresheners, detergents, toilet rolls or tissue, washing liquid soaps once its finished.
- ✓ Request for kitchen supplies e.g., coffee, sugar, tea bags, once its finished
- ✓ Make sure that the office is tidy and clean at all times.



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- ✓ Collect and empty office rubbish can.
- ✓ Prepare replenishment list for sugar, tea, coffee, and when they about to get finish, share with the location Manager.
- ✓ Perform any other duties related to the cleanliness of the office as may be assigned by your line manager or superiors.



Qualifications & Experience:

- ✚ Secondary School Certificate
- ✚ Ability to manage time efficiently and work well under minimal supervision.
- ✚ Maintain the cleanliness of the offices and the entire compound at all times
- ✚ Maintain a professional appearance and interact positively with team members and visitors.
- ✚ A minimum of 1-2 years related experience is an added advantage.
- ✚ Basic knowledge of writing, speaking, and reading in English. Knowledge of the local spoken language used in the area can be an advantage.
- ✚ Commitment to abide by MI SSD SOP procedures.
- ✚ Ability to work in a team

How to apply:

- ✚ Qualified South Sudanese female national who met the above requirements can submit their applications either by email addressed to; mb.hr-southsudan@malteser-international.org
- ✚ Hard copies of hand delivered application, CV, Scan copies of your relevant documents, can be dropped at the reception of:

Malteser International – Juba Office
Plot No. 246, Block 3k 2nd Class Residential
Tongping (behind Indian Embassy)
Central Equatoria State, Juba, South Sudan



- ✚ Please indicate the job title in the email subject line.
- ✚ The deadline for application is on **6th June 2023 at 4:00 p.m.**
- ✚ No phone calls.
- ✚ Only short-listed candidates will be notified for personal interview.
- ✚ Please note, due to the critical need to fill the position, the review of applications and interviews will be ongoing.
- ✚ *Female applicants are especially encouraged to apply.*