

## JOB ADVERTISEMENT

VACANCY NUMBER: CL/LS/003



**Job Title:** Cleaner (Office Maintenance)  
**Department:** Administration  
**Reports To:** Field Area Coordinator/ Designate  
**Country/Location:** Akot, Rumbek East, South Sudan

### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion, or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

### Job Summary:

The primary function of the job is Supporting Livelihoods for Agropastoralists in Lakes State funded by Global Affairs Canada. The project will diversify livelihood opportunities (on-and off-farm) for pastoralist cattle camp communities, reduce barriers to women's participation in agricultural and pastoral livelihoods, address sexual and gender-based violence, and support peaceful coexistence between communities in Yirol West (Mapourdit and Aluakluak) and Rumbek East (Akot) counties in Lakes State, South Sudan.

The post holder will be responsible to perform cleaning and washing duties and maintain hygiene in CRS compound offices and storage buildings, conference rooms, kitchen, guest sleeping rooms, bathrooms and toilets.

### Job Responsibilities:

- Cleaning the office rooms including vacuum cleaning, desks, windows, windows net, toilet and other office equipment's
- Ensure to response to the staff members in case of any needs related to the job;
- Clean office equipment's utilized. This includes but not limited, Cups Plans Suspense cups flasks.
- Keep office room floors, surfaces, and furniture, walls, doors, and windows, carpets cleaned and hygienic.
- clean toilets and to put in the toilets the toilet rolls, soaps, washing liquid and towel when required
- Make sure hot water is always ready for use in time. This will require frequent checking of flasks and coffee flasks.



- Prepare and organize tea water for meetings, workshops and other occasions when need arise.
- Make sure clothes for the team living in the guest house always washed and Ironed.
- Fill frigs in the guest house with water and make sure fruits in frig is always washed and clean.
- Responsible for his/her personal cleanness/hygiene
- Any other duties instructed by the supervisor.

**Typical Background, Experience & Requirements:**

**Education and Experience**

- Year 12 certificate
- At least 1-3 years of work experience in related field

**Personal Skills**

- Excellent inter-personal skill
- Ability to work under stress.
- Motivation, flexibility, and capacity take more responsibilities.
- Strong sense of personal initiative and problem-solving skills.
- Hygienic and clean outfit and appearance

**Required Languages** – Excellent knowledge in both written and spoken English and knowledge in the local languages in Rumbek East and Yirol West is an advantage.

**Travel Required** (None)

**Key Working Relationships:**

**Supervisory:** None

**Internal:** FAC/Designate

**External:** None

**Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and are used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Integrity and honesty in performing the daily assigned responsibilities.
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship



**Gender Competency (for all CRS Staff):**

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

**Disclaimer:** *This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***
- ❖ ***Female candidates are HIGHLY encouraged to apply.***
- ❖ ***Only short-listed candidates will be contacted***

**Application Submission:**

Interested Candidates should drop hard copy of a **Non-refundable** application letter, CV together with the names of three professional referees of recent employer, Copies of Academic Certificate, transcript & National ID card addressed to the attention of the Human Resource Department and submitted not later than **January 30, 2023.**

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