



VOLUNTEER/INTERNSHIP ANNOUNCEMENT

Position: Cleaner -1

Location: Juba

Reports to: Logistics and Procurement Officer.

Start Date: ASAP.

About Women and Girls' Initiative (WGI)

We are a humanitarian women-led organization dedicated to fighting poverty and injustice through alleviating human suffering, legally registered on the 18th day of September 2023 by the RRC-Republic of South Sudan. It has been born of the contextual truth that women and children especially girls are more affected during times of disasters (man-made and natural) given their level of vulnerability to these shocks. We place special focus on working alongside poor women and girls because, equipped with the proper resources, women have the power to help whole families and entire communities escape poverty. Women are at the heart of WGI's community-based efforts to improve skills development, advocate for their rights, including the denouncement of all forms of discrimination including Gender-Based Violence (GBV), child rights abuse, Sexual Exploitation and Abuse (SEA), prevent the spread of diseases including STIs, and increase access to clean water, sanitation and Hygiene, provision of menstrual health, expand economic opportunity and protect natural resources. WGI also delivers emergency aid to survivors of conflict and natural disasters, and helps people rebuild their lives.

Position Summary

The **Cleaner** is responsible for maintaining the organization's working environment in a healthy and welcoming manner by keeping it clean and tidy

He/she will be responsible for supporting the staff in delivering their day to day duties through making their working spaces conducive

Women and Girls' Initiative (WGI) is looking for a dynamic person to fill a **volunteer position** of a **Cleaner to** be based in Juba.



MAIN ROLES AND RESPONSIBILITIES;

- Providing insights on the financial health of the organization
- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
- Replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, urinals, hand basins and sinks
- Using chemical agents as directed by the Caretaker in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED;

- At least a Diploma or Certificate in laundry and cleaning services or other related field(s)
- Minimum 1-2 years' experience in cleaning work
- Excellent oral and written communication skills in English. Oral and written local languages
- Social Perceptiveness, being aware of others' reactions and understanding why they react as they do;
- Speaking, talking to others to convey information effectively.
- Time Management, should able to manage his/her own time and that of others
- Active learning, the person should be able to understand the implications of new information for both current and future problem solving and decision- making
- Understands and is committed to Organization's vision, mission and core values.

APPLICATION & DEADLINE FOR SUBMISSION;

At Women and Girls' Initiative (WGI), we are an equal opportunity employer committed to building a diverse and inclusive team, we encourage applications from people of all religions, tribes, gender, persons with disabilities (special needs).

Please send your applications, Curriculum Vitae (C.V), Copies of academic and training certificates and a cover Letter addressed to the: **Human Resource-WGI, Juba office at Africa Zeal University Premises, Munuki Block (A-V), Plot # 249 Opposite, New Jerusalem Clinic, Adjacent to Moderna Restaurant, or call 0921119032/0921367495 or email: wgirlsinitiative@gmail.com not later than the 12th day of December 2023 before COB (5:30 PM CAT)**

