

**OFFICE CLEANER JOB VACANCY ANNOUNCEMENT
POSITION IS OPEN TO SOUTH SUDANESE NATIONALS ONLY.**

Job Title	Office Cleaner
Department	Operations
Duty Station	Juba with minimal field travel
Supervision and Reporting Line	HR & Admin
Contract start date	As soon as possible
Contract Duration	12 months with 3 months' probation period
Job advert closing date	5 th April 2023 by 4:00PM

Finn Church Aid (FCA) is Finland's biggest development co-operation organisation and the second biggest organisation in Finland working in humanitarian aid. Finn Church Aid is a member of the ACT Alliance (ACT), an alliance of faith-based development and humanitarian aid organisations forming one of the world's largest aid organisations.

Role Summary:

The Office Cleaner will ensure FCA premises is kept neat, tidy and clean for the health of all staff, and other materials as required, and to ensure the office is kept clean, well maintained and fit for staff to utilize the premises. The post-holder will also support with general administration functions with relevant national and state authorities within Juba. The duty station is Juba. The applicant must be fit, skilled, prove self-readiness, and trustworthy as required for the job.

Key tasks and responsibilities:

- Deliver an excellent standard of service in the cleaning of designated areas within the office, kitchens and all goods contained in kitchens
- Ensure tea is prepared to all staff on a timely manner
- Maintain office premises clean at all times,
- Ensure drinking water containers are cleaned and replaced when empty
- Perform various cleaning actions such as dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc where applicable
- Empty waste bins, remove recycling and rubbish from various offices to bin store/waste collection areas
- Move free standing furniture, as required
- Wash up glasses, cutlery and replacing toilet paper and paper towels if needed appropriate
- Report maintenance issues as per relevant site procedures
- The Cleaner should Stock and maintain supply rooms
- Cooperate with the rest of the staff to ensure smooth work environment
- Follow all health and safety regulations



- Report any supply shortage, maintenance issues or other identified problem to the Logistics Assistant
- Perform any other role within the organization as maybe assigned or required from time to time.

Essential Qualifications/Experience / Skills Required:

- Completion of primary or Secondary school education is a must.
- At least one year of experience working as a Cleaner in a professional setting
- Effective oral communication as well as interpersonal skills
- Physically able to lift drinking water containers for dispensers as well as lift bucket of water for mopping
- Must be motivated ,hardworking and trustworthy
- Demonstrate problem solving and analytical skill and good judgment
- Excellent time management and prioritization skills
- Proactive and able to work cross culturally
- Fluency in English required and Arabic preferred

A one year fixed term contract, with a three-month probation period, will be offered to the successful candidate. The contract is subject to renewal based on satisfactory performance and availability of funding. The compensation will be based on FCA SSUCO pay system.

HOW TO APPLY

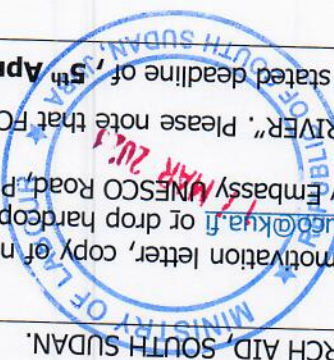
1 Submit updated curriculum vitae (CV) and a motivation letter in English. Please also include the names and email addresses of at least three (3) references and copies of national ID card and academic certificates in a sealed envelope clearly marked:

APPLICATION FOR THE POST OF AN OFFICE CLEANER
 HUMAN RESOURCE DEPARTMENT, FINN CHURCH AID, SOUTH SUDAN.

2 Alternatively, you can also send your application i.e. CV, motivation letter, copy of national ID card and copies of your certificates by email to: Admin.Ssugo@fca.org or drop hardcopy to Finn Church Aid Office on American Embassy Residence- Turkey Embassy- Nile Fortune Hotel Block 3k-South, Juba Na Bari Opposite Nile Fortune Hotel with the subject line "APPLICATION FOR THE POST OF DRIVER". Please note that FCA will not be liable for any application emails not received within the stated deadline of **5th April 2023**.

Important Note:

1. Please do not attach original documents to your application; FCA will not be liable to any lost documents. Application documents will not be returned to applicants in accordance with FCA policies.
2. Due to often-large number/volume of applications, FCA may not be able to give feedback to every applicant. As such, only shortlisted candidates will be contacted
3. Therefore, should you not hear from FCA within 30 days after the closing date for this advert, consider your application unsuccessful.



FCA has zero tolerance concerning aid diversion and illegal actions and may screen applicants, contractors, suppliers, consultants, etc.) against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements.

