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Approved by senior Inspector,
AxeL/RSS/NT
04/09/2023

Women for Change-WFC

Head Office: Gudele Block 8-Juba. Sub Office: Yei, Terekeke, Magwi and Kuajok (Warrap State)

04.09, 2023

JOB VACANCY ADVERTISEMENT

Job Summary

Job title	Office Cleaner (Full time)
Reports to	Admin
Location	Morobo
Posting Date	04.09.2023
Closing date	21.09.2023

Background.

Women for Change (WFC) is a National non-governmental Organization (NNGO) form in 2016 and legally registered in 2018 with RRC registration Number 1725 by a group of South Sudanese Women from various diversity and experiences, with a feeling of supporting the wellbeing and economic stability of widows, school dropout and children suffering from intentional and unintentional cause. As a woman and child centred -humanity driven organization working for and with women, children affected by the crisis and embarks on women, child and general Protection, Gender Base Violence AOR, Child Protection AOR, Education (formal & non-formal), Reproductive health, livelihoods and food security, Peacebuilding, Organizational capacity strengthening, advocacy and visibility in the states of Central Equatorial States, Eastern Equatorial state, Warrap state and western Bahr el Ghazel.





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Job Purpose

We are looking for a dedicated candidate (cleaner) who is to ensure the workplace is always clean and sanitary. The candidate's duties include, dusting or mopping and sweeping floors, he or she will make sure restrooms and common areas stay fresh by perfuming routine inspections every day at specified time and also maintaining cleaning products.

Roles and Responsibilities

- Dusting, sweeping, vacuuming and mopping surfaces in their work areas including living/working areas, bathrooms, kitchen and supply closets.
- Maintaining cleaning products and ordering of new supplies when necessary.
- Conducting monthly disinfection and deep cleaning
- Maintaining Material Safety Data Sheets and compliance with the universal precautions.
- Taking out the garbage.
- Washing kitchen napkins, floor rags and clusters.
- Carrying out minor maintenance tasks such as replacing displaced toilets seats, unclogging sinks.
- Refilling and restocking cleaning supplies and toiletries (hand washing, toilet paper and paper towel.
- Follow all health and safety regulations.
- Cooperate with the rest of the staff.
- Notify the management of occurring deficiencies or need for repair.





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Job Requirements.

- Proven working experience as a cleaner.
- Knowledge of cleaning chemicals and supplies.
- High school completion.
- Strong communication skills.
- Strong Reporting skills.
- Ability to handle heavy equipment and machinery.
- A minimum of 2-3 years' experience working as a cleaner
- Ability to work under pressure.

HOW TO APPLY

Your application documents should include Motivational letter, CV and certified copies of academic documents and national ID to Morobo office in town in Kaya road next to Alight Field Office or Womenforchange10@gmail.com . www.wfcsud.org.

Women for Change is an equal opportunities employer and aims to have staffing diversity in terms of age, gender, ethnicity, nationality and physical ability and the organization has zero tolerance on any form of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, discrimination, corruption and Fraud.

Women for Change does not charge any fee at the process of recruitment.

NB: Only shortlisted candidates will be contacted

