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Approved by
Inspector of Labour
9/10/2023
N. M. M.

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT

Position: Cleaner
Reports to: HR/Admin Officer
Supervision of: None
Duty station: Juba
Project number: TBD
Duration and type of contract: 3 Months with possibility of extension

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality, or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety, and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive, and accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The purpose of the position is to be a cleaner for Juba Office NRC programme in South Sudan.

The following is a brief description of the role.

Generic responsibilities:

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

- Adhere to NRC policies, tools, handbooks, and guidelines as well as country traffic laws.
- Prepare and develop status reports as required by management.
- Promote and share ideas for improvement.
- Perform according to the work and development plan.

Specific responsibilities:

- Perform and organize on daily basis all cleaning duties needed for the office and guest house, in addition to bathrooms, toilets and kitchen.
- Laundry on daily basis as needed by the staff living in the compound in addition to ironing laundry.
- Report to supervisor about the cleaning materials and drinking water, so that they are purchased in time.

- Also inform the supervisor about the broken ones related to duties.
- Assist the Admin officer in facilitation visitors who are staying in the compound.
- Service duties related to meetings in the Office.
- Other responsibilities as requested by the line manager.

Critical interfaces:

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Logistics and admin team, and all staff for cleaning within the compound.

Scale and scope of position:

Staff:	None
Stakeholders:	NRC colleagues
Budgets:	N/A
Information:	
Legal or compliance:	NRC policy compliance

2. Competencies:

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- Experience working with minimum supervision.
- Must be highly reliable, mature, and able to work independently as well as in a team.
- Documented results related to the position's responsibilities.
- Flexible, creative, and co-operative.
- Honest and accountable.

Context related skills; knowledge and experience:

- Certificate in cleaning services or work experience
- Certificate of fitness
- Knowledge of the context
- Knowledge of Juba Arabic and other local languages an advantage

3. Behavioral competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description.
- The Work and Development Plan.
- The Mid-term/End-of-trial Period Performance Review Template.
- The End-term Performance Review Template.
- The NRC Competency Framework.



Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **Friday 27th October 2023** by Hardcopy in an enclosed envelope clearly marked **“Cleaner”** to NRC Office-Juba South Sudan, Tongping-Opposite US Embassy

Only short-listed candidates will be contacted, by e-mail or by phone.

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY**