

USAID Afia Water, Sanitation and Hygiene (WASH) Project

SCOPE OF WORK

TITLE: Cleaner
DURATION OF CONTRACT: LTTA
LOCATION: Wau, Western Bahr El Gazal State
SUPERVISOR: Regional Program Manager



Project Background:

The purpose of the Afia Water, Sanitation and Hygiene (WASH) Project is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Afia WASH Project intends to implement WASH improvements across the following 13 counties in South Sudan – Mayendit, Leer, Panyijar, Jur River, Wau, Kapoeta North, Budi, Baliet, Ulang, Akobo, Urur, Duk, and Pibor.

Position Summary:

Under the direction of the Regional Program Manager, cleaner is responsible for maintaining a clean, hygienic, and professional office space for employees and visitors through daily cleaning of DT Global Wau Office.

Duties and Responsibilities:

- Ensure that all occupied offices and common spaces are clean and maintained to standards expected in a professional environment
- Make sure COVID-19 mitigating supplies (such as hand sanitizer, spare masks, and tissue boxes) are well stocked in all offices daily, and make sure all cleaning tasks are carried out with COVID-19 safety and mitigation best practices in mind
- Wipe down all surfaces (including desks, tables, counters, cabinet tops, bookshelves, etc.) each morning with proper cleaning supplies to remove dust, dirt, and any other mess
- Sweep and mop all floors to clear them of dust, dirt, waste, etc.
- Empty all office waste baskets each morning and/or evening
- Ensure drinking water containers are replaced when empty
- Regularly clean any areas where dust tends to gather, including windows, windowsills, AC units, etc.
- Clean glass surfaces (such as windows, cabinet doors) on a weekly basis with appropriate chemicals
- Ensure daily that all bathrooms are thoroughly cleaned, maintained, and stocked
- Ensure that the kitchen, dishes, and all supplies are clean and regularly restocked. In addition to the points above, this includes the following:
 - Kitchen surfaces are cleaned with proper surface cleaner every evening at close of business
 - Dishes (such as plates, silverware, glasses, and mugs) are cleaned daily and stocked in the appropriate places
 - Coffee and tea supplies are regularly stocked in the kitchen
 - The refrigerator is cleaned weekly
- Ensure outdoor areas are cleaned and tidied as needed
- Report any supply shortages, maintenance issues, or other identified building problems to the Regional Program Manager
- Other tasks as assigned by supervisor



Education and Certifications:

- Completion of Primary school required. Secondary school preferred.

Key Position Competencies and Experience:

- At least one (1) year of experience working as a cleaner in a professional setting
- Effective oral communication as well as interpersonal skills
- Must be motivated, hard-working, and trustworthy
- Physically able to lift drinking water containers for dispensers as well as lift buckets of water for mopping
- Demonstrated problem solving and analytical skills and good judgement
- Excellent time management and prioritization skills
- Be proactive and able to work cross-culturally
- Ability to communicate clearly and concisely (proficiency) in English required, with Arabic and other local languages preferred
- Position open to residence of Western Bahr el Ghazal state nationals only

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

Application Process:

Please send your CV and Letter of Motivation as **one single document** to afiawash.recruiting@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Or you can deliver hard copies to **DT Global Afia WASH office in Wau located at Hai Daraja, Same Compound with CARE International. The deadline for submissions is Friday, March 10, 2023, at 02:00PM (14:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion

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