



## Terms of Reference Cleaner

Job Title:	Cleaner
Level:	SB-1 (Peg-1)
Position Number:	00113172
Location:	Cairo, Egypt
Full/Part time:	Full time
Type of Contract:	Service Contract (SC)
Rotational/Non Rotational:	Non-rotational
Duration:	One year (Renewable subject to satisfactory performance and availability of funds and to a maximum of 5 Years)

### **1. Organizational Location, Daily Supervision & Reporting:**

- The cleaner position is located at UNFPA premises at 70 A Nahda Street, Sarayat El Maadi, Cairo, Egypt
- Monitoring and progress control:
  1. Daily supervision by Egypt CO, for common premises areas including the CO ground floor/ reception area, the basement garage, the entrance to the garage, , elevators and external entrance of the building as well as the top roof on the 4<sup>th</sup> floor and the 5<sup>th</sup> floor and the stairs leading to those floors ;
- The cleaner will be reporting to the Receptionist/Building Maintenance Clerk under the overall supervision of the Operations Analyst at Egypt Country Office

### **2. Job Purpose**

To provide a high standard of hygiene and cleanliness throughout UNFPA building by ensuring deep cleaning of the building, removing debris, and keeping all areas neat and tidy.

### **3. Main Duties**

#### **Common areas (roof, reception, stairs, elevators, basement, and entrances...etc.):**

- Clean windows (internal side) and windows frames, glass partitions, and glass doors;
- Dust all furniture and scrub surfaces clean (desks, side tables, bookshelves, filing cabinets, chairs);
- Clean IT equipment lightly to remove dust;
- Empty trash bins and change plastic bags;
- Mop/sweep floors, elevators and stairs;



- Clean the large plants pots around the building;
- Clean the sidewalks around the building;
- Clean the building main entrances and security booths;
- Clean the exit fire stairs;
- Ensure the daily collection of the building trash by municipality collector;

**Others:**

- Clean Official ASRO and CO Vehicles on a daily basis
- Keep an updated tracker of all cleaning materials and re-order them via UNFPA Receptionist/Building Maintenance Clerk;
- Move heavy equipment, furniture and supplies;
- Spray insecticides and fumigants to prevent insect and rodent infestation;
- Fix minor plumbing leaks;
- Identify and report possible repairs and burnt light fixtures;
- Undertake any other duties as may be required from time to time;
- Backup other cleaners assigned to other floors in case of their absences;

**4. Work Schedule:**

The cleaner will report to UNFPA premises on full time basis to perform the daily cleaning of the UNFPA ASRO and Egypt CO offices in accordance with UN working hours and calendar.

**5. Qualifications and Experience**

**Education:**

High school graduate.

**Knowledge and Experience:**

- 3-5 previous experience as a cleaner/genitor/office boy;
- Previous experience in international/multinational firms/organizations is an asset;

**Languages:**

- Good knowledge of the national language of the duty station. Ability to understand and speak English is highly desirable;

**Required Competencies:**

<p><b>Values:</b></p> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"><li>• Providing logistical support</li><li>• Managing data</li><li>• Managing documents, correspondence and reports</li><li>• Managing information and work flow</li><li>• Planning, organizing and multitasking</li><li>• Supporting financial data analysis</li></ul>
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#### **Core Competencies:**

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

### **UNFPA Work Environment**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

#### **Disclaimer**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

#### **How to apply:**

- 1- Please email your CV/Resume along with completed P11 form [Egypt.jobs@unfpa.org](mailto:Egypt.jobs@unfpa.org)
- 2- Please specify the post title in the email subject
- 3- Only applications sent to [Egypt.jobs@unfpa.org](mailto:Egypt.jobs@unfpa.org) will be considered
- 4- Applications received after the deadline, which is 3 February 2020, will be disregarded