



Terms of Reference Office Cleaner Support

Job Title:	Cleaner
Level:	SB-1/PEG-1
Position Number:	00113173
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)

1. Organizational Location, Daily Supervision & Reporting:

- The cleaner position is located at UNFPA premises at 70 A Nahda Street, Sarayat El Maadi, Cairo, Egypt.
- The cleaner will be directly report to Receptionist/Building Maintenance Clerk under the overall supervision of the Administrative Associate at UNFPA 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

- Dust all furniture and scrub surfaces clean (desks, side tables, bookshelves, filing cabinets, chairs) on a daily basis
- Clean windows (internal side) and windows frames, glass partitions, and glass doors on a weekly basis.
- Empty trash bins and change plastic bags on a daily basis
- Mop/sweep CO floors as needed
- Ensure the daily collection of the building trash by municipality collector;
- Serve tea/coffee and support in catering services during events and meetings;
- Keep an updated track of all cleaning materials and re-order them via UNFPA Receptionist/Building Maintenance Clerk;
- Move heavy equipment, furniture and supplies as needed
- Spray insecticides and fumigants to prevent insect and rodent infestation;
- 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 Egypt CO in accordance with UN working hours and calendar.

5. Qualifications and Experience

Education:

High school graduate & must be military finished and/or exempted

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>Values:</p> <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	<p>Functional Competencies:</p> <ul style="list-style-type: none">• Providing logistical support• Planning, organizing and multitasking
<p>Core Competencies:</p> <ul style="list-style-type: none">• Achieving results,• Being accountable,• 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 to Egypt.jobs@unfpa.org
- 2- Please specify the post title in the email subject.
- 3- Only applications sent to Egypt.jobs@unfpa.org will be considered
- 4- Deadline for submitting CVs is 7th January 2023
- 5- Applications received after the deadline will be disregarded