



Position Information:

Job Code Title:	Office Cleaner
Organizational Unit:	UNDP Afghanistan
Type of Appointment:	Service Contract (National)
Level:	SB1-1
Number of Positions	Multiple Positions
Duration:	Six Months (with possibility of extension)
Duty Station:	Kabul and other provinces
Closing Date for Applications:	31 December 2009

Note: UNDP Afghanistan reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP Afghanistan at the same grade level and with similar job description, experience and education requirements.

UNDP Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

Functions / Key Results Expected:

The Cleaner shall conduct cleaning activities; provide support to the project team and visitors. This support will include but not be limited to:

- Report on duty according to the office prepared duty roster;
- Cleaning the office rooms including vacuum cleaning, desks, chairs, windows, windows net, bathroom and other office equipment;
- Ensure to response to the staff members in case of any needs related to the job;
- Clean office equipments utilized;
- Keeps office room floors, surfaces, furniture, walls, doors, windows, carpets cleaned and hygienic;
- Clean the toilets and to put in the toilets the toilet rolls, soaps, washing liquid and towel when required;
- Report on the stock status of toilet rolls, soaps, washing liquid etc;
- Make photo copies of the documents when required;
- Assist in the loading, unloading and movement of furniture, equipment, cargo and office supplies;
- Performed variety of unskilled tasks as helper;
- To ensure toilets and office required items/supplies (soap, spray, towel) are cleaned and well organized;
- Deliver mails and other documents inside the Project Compound;
- Perform any other duties of permanent nature or temporary nature as assigned by the supervisor.

Impact of Results:

The functions of the Office Cleaner are critical for the safety and provision of hygienic of Project staff and office.

Competencies:

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Teamwork: Good Interpersonal skills, ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Communication: Ability to write in a clear and concise manner and to communicate effectively orally;
- Pleasant personality, clean and well groomed;
- Perform any other relevant duties as required.

Functional Competencies:

Knowledge Management and Learning:

- Shares knowledge and experience;
- Provides helpful feedback and advice to others in the office.

Development and Operational Effectiveness

- Demonstrates excellent knowledge of cleaning rules and regulations and skills in minor office cleaning;
- Demonstrates excellent knowledge of protocol;
- Demonstrates good knowledge of security issues.

Leadership and Self-Management

- Focuses on result for the client;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Responds positively to critical feedback and differing points of views.

Summary of Key Functions:

- Provision of reliable and secure cleaning services;
- Proper use of equipments;
- Availability of documents/ supplies;
- Teamwork

Recruitment Qualifications:

Education:

- Secondary Education.

Experience:

- Minimum of 1-2 years work experience as a cleaner (preferably with UN or International Organizations);
- Good knowledge of cleaning rules and regulations;
- Good skills in minor office cleaning.

Language Requirements:

- Ability to speak English and languages of the duty station.

Submission of Applications :

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), your latest RCA (For UNDP contract holders) or an official performance evaluation report for all staff and non staff of the UN system. Interested **Afghans national Candidates** should submit their applications in writing (marked "Confidential", clearly indicating on the sealed envelope the Vacancy Announcement Number) to the Human Resources Officer of UNDP at Shah Mahmood Ghazi Watt Street, Kabul, Afghanistan; or **email** their applications (**indicating on the subject line the VA number and the title of the position applied for**) to vacancies.afghanistan@undp.org . For more detailed information about UNDP please visit our website www.undp.org.af Please note that incomplete applications & applications received after the closing date (**31 December 2009**) will not be given consideration. Only short-listed candidates whose application responds to the above criteria will be contacted for test and an interview. **Female candidates are highly encouraged to apply.**

Note: Candidates living in the provinces will be highly encouraged to apply and are kindly requested to mention their residential place in their application, while applying.