



Terms of Reference **Cleaner (s)**

Post Title:	Cleaner (s) (SB-1)
Type of Contract:	Service Contract (SC)
Duration:	One year (Renewable subject to satisfactory performance and availability of funds and to a maximum of 5 Years)
Salary:	In accordance with Egypt SC salary scale
Duty station:	Cairo, Egypt
Report to:	Receptionist/Building Maintenance Clerk under the overall supervision of assigned Admin Associate

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:
 - Daily supervision by Egypt CO, Admin./Finance Associate for common premises areas including the 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 4th floor and the 5th floor and the stairs leading to those floors ;
- The cleaner will be reporting to the Receptionist/Building Maintenance Clerk under the overall supervision of Egypt CO Admin/Finance Associate

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:

- 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;
- 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. Job Requirements

Education:

High school graduate.

Experience:

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

Languages Requirement:

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

Skills and competencies:

- Achieving results,
- Being accountable.
- Business acumen.
- Clean and neat appearance;
- Being observant and thorough;
- Being physically capable;
- Customer service oriented;
- Efficiency and discretion;
- Honesty, good manners and integrity;
- Motivation and flexibility;
- Time management and multitasking;
- Understanding and following up UNFPA rules & regulations;



UNFPA Values:

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

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.

How to apply:

- 1) Please email your CV/Resume along with a cover letter and P11 Form to asrovacancies@unfpa.org - noting that P11 Form must be submitted
- 2) Please specify the position title in the email subject
- 3) Only applications sent to asrovacancies@unfpa.org will be considered
- 4) Applications received after the deadline of **September 21st, 2019** will be disregarded

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.