

VACANCY ANNOUNCEMENT

Doctors with Africa CUAMM operates in Sierra Leone since 2012, its mission is to enhance access to quality primary and secondary health care with a specific attention to maternal and child health care by using the network of CHWs as well, nutrition, communicable and non-communicable diseases' prevention, diagnostic and treatment services.

Doctors with Africa CUAMM works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security, water and sanitation, health and advocacy.

Job title: Office Cleaner (1)

Duty Station: Jah Street 9A, Pujehun

Department: Logistics

Reporting to: Logistic Officer (first responsible), Project Manager (second responsible)

Contract type: Fixed-term contract (4 months), with 1-month probation period, with possibility of renewal based on available funds

Days of work: Monday to Friday, from 7am to 11pm, for a total of 20 hours per week

Gross salary: SLE 1.023,00

Scope of work, duties and assignments:

The office cleaner shall maintain the office clean, to enable employees to be in a good and clean environment, as well as cleaning the guesthouse located in the same compound and cooking meals for the guests of the guesthouse.

The main responsibilities are:

- To ensure the office environment is clean.
- To throw away or burning garbage from the office.
- To take good care of office cleaning equipment.
- To carry out Limited logistic duties when required.
- To prepare the meals for the guests of the guesthouse in the same compound.
- To clean the CUAMM's guest house in the same compound (also called "annex").
- To respect the Rules and Regulation of the CUAMM compound.
- Other tasks assigned to you by your supervisor.

The collaborator is required to have an attitude of elasticity and flexibility for tasks changes or integration that might emerge due to local needs and the effort of inserting his/her actions in the wider context of CUAMM presence in Sierra Leone, in order to foster coherence and continuity among current and future projects.

Position Requirements:

- Excellent cleaning skills.
- Excellent interpersonal, organizational, verbal communication skills.
- Fluency in English.
- Flexibility.
- Previous work with INGOs is consider a preferable asset.

How to apply

Interested candidates should apply by email attaching CV + cover letter ONLY (preferably as a single attachment) to sierraleonehr@cuamm.org, or by delivering the application letter to CUAMM office– Jah Street 9A Pujehun- handing it over to the Logistic Officer, not later than **March 12th 2024, 5:00pm**.

The subject of the email should be **APPLICATION FOR OFFICE CLEANER** and the attachments should be saved with the applicant's full name.

Only shortlisted candidates will be contacted. Shortlisted applicants will be invited for an interview at the CUAMM office in Pujehun. Please note that this application is urgent, so we kindly ask all interested candidates to send in their applications within their earliest convenience.

Female applicants are encouraged to apply.