

June 2023



INTERNAL/EXTERNAL

VACANCY ANNOUNCEMENT

Jhpiego is an international, non-profit health organization affiliated with [The Johns Hopkins University](#). For 40 years and in over 155 countries, Jhpiego has worked to prevent the needless deaths of women and their families.

Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both pre-service and in-service), family planning, malaria, and IPC/WASH.

Position: Cleaner (3 positions)

Reports To: Administrative Officer

Job Location: Freetown, Sierra Leone

Duration: 12 Months

Job Overview:

The cleaner is responsible to work to keep the organization tidy and orderly by taking stock of cleaning supplies and completing cleaning jobs throughout the day like emptying trash cans, washing windows, and scrubbing any dirty areas.

Duties and Responsibilities:

- Daily duties include, but are not limited to sweeping, mopping, vacuuming and steam cleaning floors, trash disposal, restroom cleanliness glass window and door cleaning, and wall and door cleaning
- Responsible for creating timely work order requests for light fixtures needing replacement to the supervisor
- Duties include but are not limited to sweeping and mopping floors, trash disposal, dashboard cleaning, emptying all ash collectors, cleaning driver's area behind and under the seat, seat cleaning, interior and exterior window cleaning, and interior and exterior door cleaning
- Refilling supplies, such as toilet paper and paper towels, refilling office dispensers, and ordering new cleaning supplies as needed.
- Cleaning the office floors using mops, brooms, sponges, or vacuum cleaners
- Cleaning the windows and walls using sprays, brushes, and scrapers
- Carry out arrangement organization of the office equipment and documents.
- Responsible for all basic cleaning in and around residences or office buildings

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- Carry out routine inspection and maintenance tasks
- Perform heavy cleaning and special projects
- Notify the management of any deficiencies or repair that needs to be carried out
- Make minor adjustments and repairs on various office equipment.

Required Qualifications, Knowledge, Skills, and Abilities:

- Good Communication
- Interpersonal skills
- Proactive
- Ability to work independently with minimal supervision
- Ability to follow health and safety standards
- Time management

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to: SL-Recruitment@jhpiego.org Clearly state in the subject area the position you are applying for, if not clearly stated your application will not be considered.

Deadline for the submission of applications: **6th July 2023.**

Please note that due to the sheer volume of applications often received, only shortlisted candidates will receive responses.

Jhpiego is an Affirmative Action/Equal Opportunity Employer