



VACCANY ANNOUNCEMENT

About Coalition for Humanity

Coalition for Humanity (CH) is humanitarian and development organisation with experience in implementing humanitarian and development/resilience projects in South Sudan. We focus on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH); Gender Based Violence (GBV) General Protection (GP), health and nutrition. Coalition for Humanity has experience in integrating projects, forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, land and property rights (HLP), peacebuilding and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Nonfood items, Health and Nutrition. CH has its headquarters in Juba but with presence in Upper Nile, Unity and Central Equatoria States. Our ultimate goal is to reach out to people across the entire country South Sudan. , Coalition for Humanity is committed to working with communities to build their resilience as well as to nurture the capacity of locals in delivering holistic and local context specific responses.

Coalition for Humanity is therefore, seeking to qualified and suitable candidates for the below position.

*SO. H. 3
MOL
Approved
29/11/2022*

Job specification	
Job title	Cleaner
Number of Position	1 position
Job location	Pochalla
Job Graded	Based on CH's Job Grades
Contract type/	1 year with possibility of extension
Reporting to	Project Manager
Job Purpose	The cleaner will be responsible for cleaning the Office and its premises. she will work under the direct guidance and supervision of the project Manager. she will ensure complete cleanliness of organization compound at all times and assist in other activities such as bringing water, washing utensils, and cooking for visitors if asked to do so including clearing the grass inside and outside the compound in absence of the guard.



<p>Key roles/Duties and Responsibility</p>	<ul style="list-style-type: none"> • Keep the compound, office and all the residence rooms clean at all times. • Help in all logistical works in the compound • Clear the grass inside and outside the compound in absence of the guard • Bring water and cook for the visitors and staff if they have gone for deep field work and couldn't have time to cook for themselves. • Assist the guard when he requests for his help in doing some work in the compound • Ensure that organizational assets such as chairs and tables are not taken out of the compound for outside meetings without authorization and knowledge of the security guard Keep the compound utensils clean at all times and ensure that they are handle with care at all times • Responsible for floor care, performing various surface tasks, including, mopping, sweeping, and spot-cleaning floors of all office areas. • Responsible for removing trash in office areas • Responsible for cleaning and sanitizing of restrooms daily • Responsible for sweeping the compound and maintaining it free from litters • May be required to shop for cleaning supplies as needed • May be required to stock Kitchen supplies as needed
	<ul style="list-style-type: none"> • Responsible for cleaning and dusting of windows and doors in offices, • Perform dusting, disinfecting, and polishing of surfaces and furniture as needed • Responsible for reporting repairs and replacements encountered when executing daily tasks.



Person Specification	Education <ul style="list-style-type: none"> • At least completion of Secondary school. • A specialized/technical education in secretariat services/admin is added advantage. Experiences <ul style="list-style-type: none"> • At least 1 years of experience in a similar role Core competencies <ul style="list-style-type: none"> • Ability to recognize a dirty environment • Take personal initiative • Tidiness/neatness • High level of personal hygiene Behavioral Competencies <ul style="list-style-type: none"> • Excellent organizational skills • Excellent communication and interpersonal skills • Good time management skills.
-----------------------------	--

Note: Applicants should review the job requirements carefully before applying ensuring that he/she

meets the requisite qualification

Applications, along with CVs) should be addressed to: Human Resource & Administration Manager,

Coalition for Humanity Email jobs@ch-int.org or Hand deliver hard copies to our Office in Juba located in Gudele 1 Block 8 North of Zain Customer Care Shop. Application deadline: 19/12/2022.

Only short-listed candidates will be contacted.

