

JOB DESCRIPTION

Job Title	Cleaner
Division	Human Rights and Social Development
Location	Suva, Fiji
Line/Hiring Manager	Finance and Administration Officer
Purpose of role	Overall maintenance and general cleanliness of the HRSD Facilities. The role will also support with basic administrative tasks.
Date	October 2022

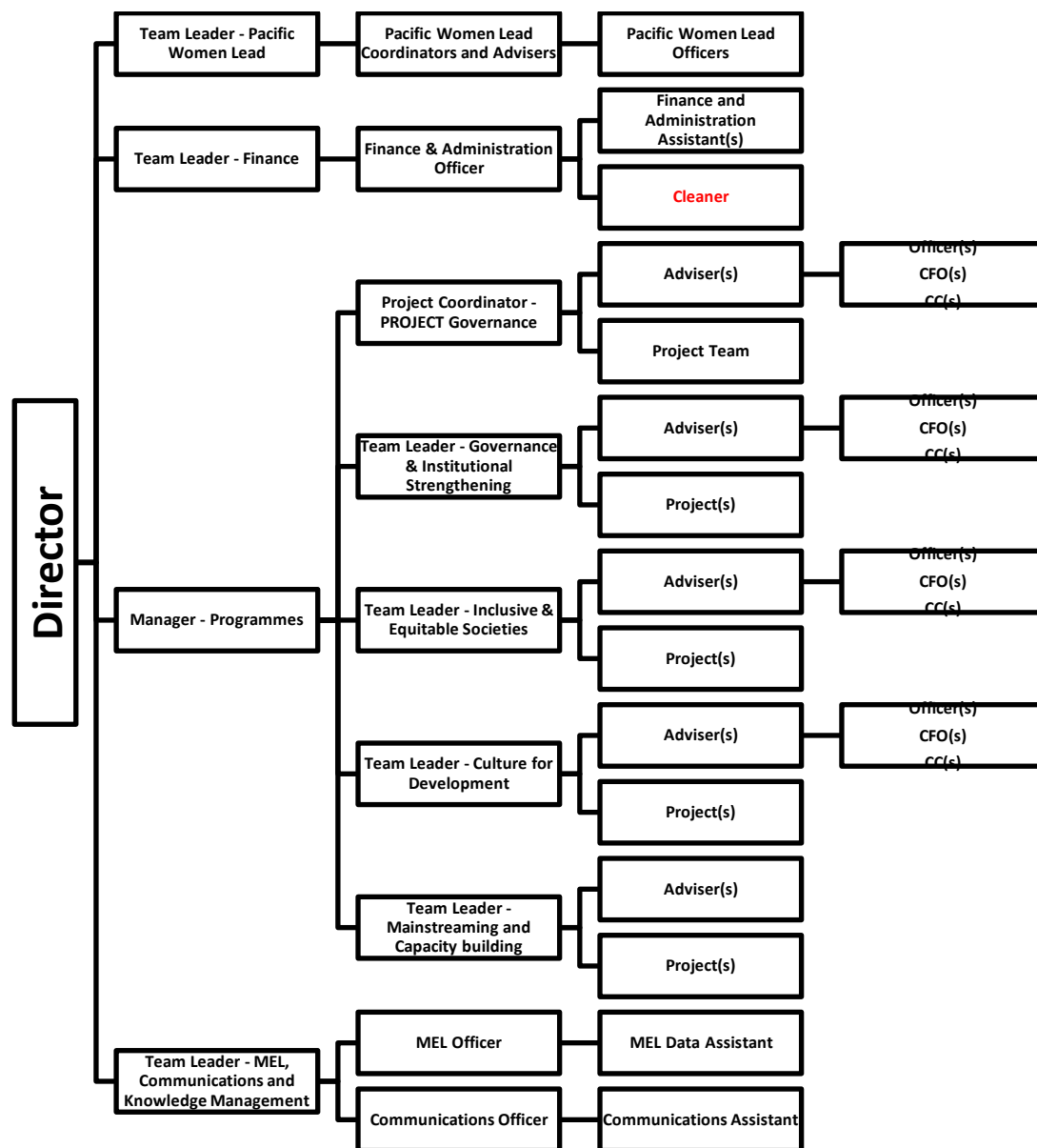
Organizational Context and Organization Chart

The vision of the Human Rights and Social Development Division is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

The Division provides a comprehensive suite of policy and legislative advice, technical assistance and capacity building, through a team comprising a Director, Manager, Team Leaders, Advisers, Officers and Programme Managers based in Suva, and Country Focal Officers and Country Coordinators located across the Pacific. Assistance of the team occurs with national ministries, civil society, regional partners and other national/regional partners, as well as through mainstreaming within SPC programmes.

In line with its vision, the work of the Division encompasses the following objectives:

- Objective 1: Governance for human rights and social development: Strengthen inclusive, transparent and active governance for human rights and social development.
- Objective 2: Gender equality and social inclusion: Mobilise, empower and build conditions for gender equality, equity and social inclusion in society and development.
- Objective 3: Culture: Promote, preserve and protect positive expressions of culture.
- Objective 4: Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.



Key Result Areas (KRAs):

1. **KRA 1:** Cleaning (70%)
2. **KRA 2:** Inventory Record Keeping (20%)
3. **KRA 3:** Administration (10%)

The performance requirements of the Key Result Areas are broadly described below:

Key Result Areas	Jobholder is successful when
KRA 1: Cleaning (70%)	
<ul style="list-style-type: none"> Maintain office cleanliness in all three HRSD offices Maintain a high standard of cleanliness in closed offices, main office area, meeting rooms, staff recreation and washroom areas of the premises. Assist in setting and organizing venues for meetings and social events organized by HRSD. 	<ul style="list-style-type: none"> Office and other facilities are well looked after and kept clean at all times

Key Result Area 2: Inventory and Record Keeping (20%)	
<ul style="list-style-type: none"> • Ensure all cleaning items are available in stock • Place orders for cleaning items, kitchen items, etc that needs replacement. • Maintain a record of all cleaning and kitchen items. • Keep track of cleaning equipment. 	<ul style="list-style-type: none"> • Maintains accurate and up to date records of cleaning supplies and equipment
Key Result Area 3: Administration (10%)	
<ul style="list-style-type: none"> • Administration Support or any other tasks assigned by supervisor 	<ul style="list-style-type: none"> • Divisions other needs are promptly and efficiently catered for

Most Challenging Duties Typically Undertaken (Work Complexity):

- Maintain confidentiality at all times when conducting administrative related tasks
- Cleaning the office during the working hours while staff are still working
- Ensure cleaning chemicals are used in the correct manner

Functional Relationships & Relationship Skills:

Key internal and / or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Catering Vendors • Supermarkets • HRSD Visitors 	<ul style="list-style-type: none"> • Liaise with Catering Vendors to ensure that refreshments are provided on time • Assist HRSD visitors as and when required
Internal <ul style="list-style-type: none"> • SPC Facilities Team • Maintenance Team • HRSD Staff 	<ul style="list-style-type: none"> • Notify the Facilities Team when cleaning materials and consumables need to be replenished • Assist HRSD staff as and when required

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Basic level of school education 	<ul style="list-style-type: none"> • Fiji School Leaving Certificate or equivalent

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">• At least 3 years of experience in general cleaning and proper waste disposal duties• Ability to work effectively with others in a team environment with minimum supervision• Dependable and strongly committed• Ability to manage demanding workloads Pacific experience & ability to work in a multi-cultural environment	<ul style="list-style-type: none">• Experience with sensitive documentation disposal and confidential information management

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Accurate and effective processing of financial data according to international accounting standards
Advanced level	Effective communicator and team player
Working Knowledge	Knowledge of International and local banking procedures
Awareness	Ability to deal with confidential information in a professional manner

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement
- Leadership
- Promotion of Equity and Equality
- Teamwork
- Supervision/Management (for managers only)

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.