

**Vacancy Announcement No 2009/01/071**

**Date: 6 Jan 09**

**Post Title:** Office Cleaner  
**Organizational Unit:** UNIFEM (Operation)  
**Type of Appointment:** Service Contract  
**Level:** SC1  
**Duration:** One Year, Renewable  
**Duty Station:** Kabul, Afghanistan  
**Number of post:** Four  
**Sex:** Female only  
**Starting Date:** Immediate  
**Closing Date:** 20 Jan, 2009

**Organizational Values and Principles:**

UNIFEM is dedicated to advancing gender equality and women's human rights in Afghanistan. Staff and consultants of UNIFEM Afghanistan are expected to contribute to a professional working environment in which the strengthening of national capacities and human potential is prioritized. Respect for diversity and human dignity is required, as is the active pursuit of a collaborative and inclusive approach to both internal and external stakeholders, including colleagues and partners.

**Responsibilities:**

Under the guidance and supervision of the Administrative focal point (who is reporting to the unit manager), the office cleaner provides reliable and safe cleaning services.

The Cleaner demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

The Cleaner shall conduct cleaning activities; provide support to the UNIFEM staff and visitors. This support will include but not be limited to:

1. Report on duty according to the office prepared duty roster;
2. Cleaning the office rooms including vacuum cleaning, desks, chairs, windows, windows net, bathroom and other office equipment;
3. Ensure to response to the staff members in case of any need related to the job;
4. Clean office equipments utilized;
5. Keeps office room floors, surfaces, furniture, walls, doors, windows, carpets cleaned and hygienic;
6. Clean the toilets and to put in the toilets the toilet rolls, soaps, washing liquid and towel when required;
7. Report on the stock status of toilet rolls, soaps, washing liquid etc;
8. Make photo copies of the documents when required
9. Perform variety of unskilled tasks as helper when required

10. To ensure toilets and office required items/supplies (soap, spray, towel) are cleaned and well organized;
11. To inform concerned staff member about visiting guests when required.
12. Responsible for refueling and cleaning the office diesel heaters during the winter.
13. Provide water, tea, coffee, etc. to staff members and visiting guests.
14. Deliver mails and other documents inside and outside the office when required
15. Perform any other duties of permanent nature or temporary nature as assigned by the supervisor.

**Qualifications:**

- Primary education; secondary education desirable.
- 1-2 years of work experience (preferably with UN or International Organizations);
- Good knowledge of cleaning rules and regulations;
- Good skills in minor office cleaning.
- Good knowledge of the national language of the duty station

**Submission of Application:**

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV (maximum 4 pages). Testing and interviewing will follow for short-listed candidates. Interested *Afghan nationals* should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

**UNIFEM office, UNDP compound, Shah Mahmood Ghazi Watt, Kabul, Afghanistan**

Or, e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: [registry.unifem.af@unifem.org](mailto:registry.unifem.af@unifem.org)

Please note that applications received after the closing date (**i.e.20 Jan 09**) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.

***UNIFEM-Afghanistan's strategic priorities include the nationalization of leadership. Thus, applications are encouraged from those with demonstrated leadership potential. At UNIFEM's discretion, the substitution of demonstrated leadership potential for specific skills may be considered in instances where the organization deems it possible and beneficial to provide on-the-job training and mentoring to selected candidates.***