

CLEANER

RESOURCES DEPARTMENT

OHR SARAJEVO

DUTY STATION: Sarajevo

CONTRACT TYPE: National (consultancy)

PURPOSE AND SCOPE OF POSITION:

He/she will provide cleaning services at the designated areas, ensuring they are clean and tidy at all the time.

DUTIES AND RESPONSIBILITIES:

- Provide thorough cleaning and disinfecting of the assigned areas;
- Maintain standard condition of cleanliness in the assigned areas throughout the day;
- Assist catering staff in the preparation and serving of meals and beverages;
- Carry out the duties in a manner that will pose the least amount of disruption to OHR staff during the working hours;
- Ensuring health and safety instructions are followed;
- Keep the access/exit areas in proper condition;
- Perform other tasks as requested by the supervisor.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- Secondary school;
- Good knowledge of spoken/written English language;
- Knowledge of German language is an advantage;
- At least three years of similar working experience;
- Previous experience with an international organization/personnel preferred;
- Experience in preparing/cooking meals;

- Excellent physical condition and stamina;
- Capable to work in an environment that requires confidentiality and discretion;
- Ability to work under pressure and flexible working hours, including weekends when necessary.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Human Resources

Office of the High Representative

Emerika Bluma 1, 71 000 Sarajevo

Bosnia and Herzegovina

Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2021/047

Closing date for applications: 6 September 2021

The selected candidate will be required to undergo through the background checking prior to contracting.