

CLEANER

RESOURCES/PERSONNEL

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;
- Experience in preparing/cooking meals;
- Excellent physical condition and stamina;
- Previous experience with an international

- organization/personnel preferred;
- 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 the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

***Human Resources
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina***

E-mail: application@ohr.int

Reference number: 2022-008

Closing date for applications: 31 March 2022

Only short-listed candidates will be contacted

No telephone inquiries please