

CLEANER

RESOURCES & TRANSFORMATION DEPARTMENT

SARAJEVO

Duty Station: Sarajevo

Contract Type: National (consultancy)

PURPOSE AND SCOPE OF POSITION:

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

DUTIES AND RESPONSIBILITIES:

- Provide regular and thorough cleaning and disinfecting of the assigned areas that include vacuuming and mopping floors, cleaning and dusting desks, furniture, equipment and other surfaces, emptying trash, washing windows and glass surfaces; cleaning and sanitizing restrooms, sweeping area outside the office building, etc.;
- Maintain standard conditions of cleanliness in the assigned areas throughout the day;
- In accordance with the instructions and schedules carry out thorough cleaning of the assigned areas after the construction and maintenance work performed in and outside the office building;
- Assist catering staff in removing dishes and cleaning up the tables after the in-house meetings/receptions;
- Keep the access/exit areas in proper condition;
- Carry out the duties in a manner that will pose the least amount of disruption to OHR staff during the working hours;
- Ensure that the ground-floor kitchen area is wellstocked (i.e. tea, sugar, milk, etc.);

- Follow the health and safety instructions;
- Ensure that paper and soap dispensers in the restrooms are well-stocked during the office hours;
- Inform supervisor of any part of the equipment or property that is broken or not functioning correctly;
- Perform any other tasks from the scope of work as requested by the supervisor.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- Secondary school;
- At least three years of similar working experience;
- Good knowledge of spoken/written English language;
- Previous experience with an international organization/personnel preferred;
- Excellent physical condition and stamina;
- Ability to work efficiently with other team-members;
- Capable to work in an environment that requires confidentiality and discretion;
- Ability to work under pressure and flexible working hours, including weekends when necessary;
- Possesses a strong attention to details.

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: 2023/022
Closing date for applications: 02 June 2023***

**Only short-listed candidates will be contacted
No telephone inquiries please**