CLEANER

Duty station: **Banja Luka**

Contract type: **National**

Grade: **1**

PURPOSE AND SCOPE OF THE POSITION

Under the general supervision of the Banja Luka Administrative Manager and the direct supervision of the GS Assistant, cleaner will be responsible for keeping the OHR premises clean.

DUTIES AND RESPONSIBILITIES

- Dusting, mopping and vacuuming OHR Offices and common areas;
- Cleaning dishes and utensils in the break room;
- Providing assistance to distribution Clerk, when requested;
- Empting trash cans and paper shredders;
- Cleaning coffee machine and refrigerator when necessary;
- Notifying GS assistant of any damage in the building;
- Other duties as deemed by the immediate or general supervisor;
- Any and all other related duties required for the completion of their work.

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Secondary school;
- Average English;
- Ability to work in team as well as unsupervised;
- Ability to work under stress.

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:

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina

Fax: ++387 33 283 771; E-mail: application@ohr.int

Reference No. 2003/176 must be quoted
Closing date for applications: 5 June 2003

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