

# 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](mailto: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***