



UNITED NATIONS POPULATION FUND

Closing Date: 21 December 2018 (Jerusalem time)
Post Title: Cleaner - Part Time 50%
Category: Service Contract SB – 1/3
Post Number: UNFPA- SC 2018-003
Duty Station: Jerusalem
Duration: One year with possibility of renewal

VACANCY ANNOUNCEMENT

Under the guidance and direct supervision of the Administrative Associate and in close cooperation with the country office team, the cleaner performs cleaning duties.

Duties and responsibilities:

- Performs cleaning functions, as required, including dish washing, sweeping, dusting and polishing.
- Cleans surfaces, including floors, furniture, walls, doors and windows.
- Cleans the premises common areas.
- Empties and cleans waste-paper baskets.
- Keeps offices, meeting room, kitchens and bathroom facilities clean and hygienic.
- Maintains and cleans all cleaning equipment.
- Prepares beverages for official visitors to the office and UNFPA staff members.
- Cleans and washes the office entrance.
- Other duties as required.

Job Requirements:

- Values:
 - Exemplifying integrity
 - Demonstrating commitment to UNFPA and the UN system
 - Embracing cultural diversity
 - Embracing change
- Core Competencies:
 - Achieving results
 - Being accountable
 - Developing and applying professional expertise/ business acumen
 - Thinking analytically and strategically
 - Working in teams/ managing ourselves and our relationships
 - Communicating for impact
- Managerial Competencies:
 - Providing strategic focus
 - Engaging internal/external partners and stakeholders
 - Leading, developing and empowering people/ creating a culture of performance
 - Making decisions and exercising judgment
- Functional Skill Set:
 - Providing logistical support
 - Managing data
 - Managing documents, correspondence and reports
 - Managing information and work flow
 - Planning, organizing and multitasking
 - Supporting financial data analysis

Academic Requirements and Experience:

- Primary education, good knowledge of cleaning techniques, initiative and discretion
- At least 2 years of experience in cleaning.
- Mother tongue: Arabic.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to palestine.hr@unfpa.org by closing date and time for applications Friday, 21 December 2018 (Jerusalem time). Only those short-listed for the position will be contacted.