



## PROGRAMME RWANDA

### JOB ANNOUNCEMENT Cleaner for HI Office in Gashora ETM

**You have a taste for challenges, a real interest to development and a deep sensitivity towards vulnerable people in general and disabled in particular, so this recruitment notice concerns you!**

In partnership with UNHCR and the Ministry in charge of emergency management (MINEMA) HI launched its operations in Refugee camps of Rwanda since 2015, responding to the specific needs of persons with disabilities, elderly people and persons with mental health and psychosocial issues in urban areas, Congolese and Burundian Refugee camps of Rwanda. In September 2019, HI extended its psychosocial support interventions in Gashora ETM that host evacuees from Libya.

In this context, HI seeks to recruit a professional cleaner that will perform a variety of hygiene and sanitary works. H/she will carry out cleaning duties such as: mopping, sweeping around the office compound, surface cleaning, bathroom services, maintain the hygiene and safety of office stationaries and other related sanitary works that may be required.

#### 1. Specific Roles and key responsibilities

- Carry out deep cleaning of 3 counselling rooms, occupational therapy hall especially reserved for ladies and a hall for computer Lab. Including dust mopping, cleaning glass and windows;
- Ensures proper arrangement of computer Lab and occupational therapy materials, good hospitality and orientation of the service users;
- Monitors and maintains sanitation and organization of assigned areas;
- Maintains cleaning equipment and supplies;
- Ensure the safety, of people, and equipment;
- Participates in event or sensitization campaign organized by HI project team ;
- Ensures timely verification and inventories computer Lab and occupational therapy materials;
- Performs additional duties as needed;
- Writes monthly reports.
- Respect health and safety regulations put in place by the camp management
- Dispose trash from the bins or containers around the office
- Order new cleaning supplies that may be needed to perform his/her responsibilities
- Ensure proper storage and safety of the sanitary materials at his disposal e.g. toilet papers, basins, mops, jerrycans etc.

#### 2. Required Qualification, skills and experience

	Essential	Preferable
<u>Qualification(s)</u> ):	<ul style="list-style-type: none"><li>• Advanced level certificate (A2) in any field with at least 2 years of experience performing a similar task in public offices</li></ul>	<ul style="list-style-type: none"><li>• Certificate in computer science</li><li>• Experience doing a similar work with public officials</li></ul>

	<ul style="list-style-type: none"> <li>• Ordinary level certificate (O level)/ 3 years proven secondary education with not less than 4 years of experience doing a similar work in public or private offices.</li> </ul>	
<u>Experience</u>	<ul style="list-style-type: none"> <li>• Hygiene and sanitation</li> <li>• Community mobilization</li> </ul>	<ul style="list-style-type: none"> <li>• Proven working experience as a cleaner in public or private offices;</li> <li>• Working with youths and adolescent people with different cultural background</li> <li>• Working with persons with disabilities.</li> </ul>
<u>Skills / personal qualities</u>	<ul style="list-style-type: none"> <li>• Flexibility and good communications skills both written and oral expression in Kinyarwanda and English or French</li> <li>• Ability to apply water-soluble cleaning materials</li> <li>• Ability to relate well with the project team, beneficiaries and other partners</li> <li>• Strong interpersonal and problem-solving skills</li> <li>• Familiarity with public hygiene and safety measures</li> <li>• Good time keeper and ability to work under less supervision</li> <li>• Ability to handle heavy equipment and materials</li> <li>• Pay attention to details when performing/his/her daily activities</li> <li>• Well organized and able to respect the employer's policies, guidelines</li> <li>• Able to work extra hours and over the weekends when deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of English</li> <li>• Punctuality.</li> <li>• Availability</li> </ul>

**For further information about the job, please read the full Job Profile**

#### **HOW TO APPLY**

Please send the motivation letter, CV, and copies of education qualification or other related documents to the HI Country Manager, **not later than 1<sup>st</sup> August 2021** by this e-mail: [recrutement@rwanda.hi.org](mailto:recrutement@rwanda.hi.org) with subject: **GASHORAETM\_CLEANER\_2020-08**.

#### **N.B:**

- ✓ In respect of the law into force, persons with disabilities will be given a priority if they prove professional competences as equally as other candidates in tests and interviews.

- ✓ Female candidates are encouraged to apply.
- ✓ HI pays attention to its various Internal policies and in particular to the Policy for the fight against fraud and corruption, Policy for the protection of beneficiaries against sexual exploitation, abuse and harassment, the Policy for the child protection and the Gender Age and Disability Policy. As a committed organization, it is essential for it to be able to evaluate its candidates on these subjects of human protection!

Done at Kigali, 18<sup>th</sup> July 2021.

**Gallican MUGABONAKE**  
Acting Country Manager