



PROGRAMME RWANDA

HUMANITY & INCLUSION IS SEEKING A CASUAL WORKER AT GASHORA- ETM

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| Organization: Federation Handicap International which operates under the name Humanity & Inclusion. | |
| Project | Strengthening Inclusion and participation of persons with specific needs in humanitarian interventions in Rwanda. |
| Job title | Cleaner for HI office in Gashora ETM |
| Technical field | Hygiene and Sanitation. |
| Task | Cleaning the offices and halls of HI at Gashora ETM |
| Duty station/Location | Gashora ETM |
| Report to: | Team Leader Gashora ETM |
| Duration of contract | 5 months from August to Dec 2021 |
| Start date | August 2021 |

1. HISTORICAL BACKGROUND OF THE PROGRAM

Handicap International Federation (HI) Rwanda which operates under the name Humanity & Inclusion is an independent and impartial International Organization that was founded in 1982 and operates in Rwanda since 1994. It envisages a Rwanda society that is inclusive, supportive and respectful of the rights of vulnerable people and especially persons with disabilities. Working alongside persons with disabilities and other vulnerable people, it commits itself to meet their essential needs, improving their living condition and promoting respect for their dignity and their fundamental rights. It does so by supporting the policies and initiatives of public authorities and civil society to advance the rights of vulnerable people, particularly persons with disabilities across Rwanda.

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.

2. 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.

3. Required Qualification, skills and experience

| | Essential | Preferable |
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| <u>Qualification(s):</u> | <ul style="list-style-type: none"> • Advanced level certificate (A2) in any field with at least 2 years of experience performing a similar task in public offices • 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. | <ul style="list-style-type: none"> • Certificate in computer science • Experience doing a similar work with public officials |
| <u>Experience</u> | <ul style="list-style-type: none"> • Hygiene and sanitation • Community mobilization | <ul style="list-style-type: none"> • Proven working experience as a cleaner in public or private offices; • Working with youths and adolescent people with different cultural background • Working with persons with disabilities. |
| <u>Skills / personal qualities</u> | <ul style="list-style-type: none"> • Flexibility and good communications skills both written and oral expression in Kinyarwanda and English or French | <ul style="list-style-type: none"> • Good knowledge of English • Punctuality. |

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| | <ul style="list-style-type: none"> • Ability to apply water-soluble cleaning materials • Ability to relate well with the project team, beneficiaries and other partners • Strong interpersonal and problem-solving skills • Familiarity with public hygiene and safety measures • Good time keeper and ability to work under less supervision • Ability to handle heavy equipment and materials • Pay attention to details when performing/his/ her daily activities • Well organized and able to respect the employer's policies, guidelines • Able to work extra hours and over the weekends when deemed necessary | <ul style="list-style-type: none"> • Availability |
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4. Work Hours

8.5 hours per day.

5. How to apply

Please send the motivation letter, CV, and copies of education qualification or other related documents to the HI Country Manager, on the address below:

FEDERATION HANDICAP INTERNATIONAL, which runs programs under its operational name « **Humanity & Inclusion** » KK15 Rd / KK10 Ave, IMELA HOUSE, Kicukiro sector, District de Kicukiro, Ville de Kigali, BP 747 KIGALI.

All application should be submitted not later than 1st August 2021.

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, 18th July 2021

Gallican MUGABONAKE
Acting Country Manager