

**Individual Contractor (IC) Job Opening
UNSMIL-IC001/2020**

Title: Cleaner
Level: GL2
Duty Station: Tripoli
Section: Engineering and Facilities Management
Opening Date: 17 June 2020
Closing Date: 25 June 2020

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY TO THIS POST**JOB DESCRIPTION:**

Under the overall supervision of the Chief of Engineering and Facilities Management Unit the incumbent will perform the following functions:

1. Maintains office cleanness, which includes cleaning the offices, bathrooms, common areas, mopping floors, dusting computers and phones on daily basis.
2. Keeps kitchen, toilets & showers in hygienic condition and replenish sanitary items as deemed necessary.
3. Advises facilities management staff about cleaning material needs.
4. Notifies the supervisor about any repairs that she/he deems necessary.
5. Provides hospitality for the office visitors.
6. Cleans all the UNSMIL assets in Mitiga office.
7. Provides the inventory of the UNSMIL assets in Mitiga.
8. Performs any other duties as may be assigned by supervisors.

QUALIFICATIONS:

Work Experience: A minimum of one (1) year of relevant experience in cleaning services.

Language: English and French are the working languages of the United Nations Secretariat. For the Individual Contractor services, Fluency in Arabic is required. Knowledge in English is desirable.

ADDITIONAL INFORMATION:

The IC's services will be located at the Mitiga Airport (UNSMIL's Terminal) in Tripoli. The service required is for three months with possible extension subject to performance and UNSMIL requirement. Payment of the fees shall be paid on daily basis.

