



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: MEHRD

DIVISION/SECTION: Workforce Management Division **DUTY STATION:** Honiara (ERU)

POSITION NUMBER (HRMIS): 272-00333 **MINISTRY VACANCY REF:** 11/2018

POSITION TITLE: Cleaner

POSITION LEVEL: L2

THIS POSITION REPORTS TO: Store Supervisor

THIS POSITION SUPERVISES:

NA

Scope of Duty

The cleaner is an essential component of the workforce within the ministry, who ensures that the environment is conducive for the staff to carry out their duties uninterrupted. The office cleaner is to ensure that, the offices, staff's ablution blocks and the general cleanliness of the Education Resources Unit environment is excellent and of good standard in terms of its hygiene and health.

KEY DUTIES

This position is required to undertake the following duties:

- Responsible to clean the administration office, storerooms, shelves that are used to keep the books and to name a few.
- Pick rubbish in and around the ERU and disposing them.
- General clean up around the compound
- Clean the staff ablution's
- Set up the staff room for meetings
- Make request to the Head Office for any cleaning materials needed for cleaning in and around the Education Resources Unit (ERU) at town ground
- Perform other duties delegated by the Store Supervisor and/or administration

Selection criteria

1. Good communication skills/oral & written
2. Five (5) years or more of working experiences
3. Able to work as a team

TERMS AND CONDITIONS

Fortnightly Salary: \$ 725.97 Annual Salary: \$ 18,875.24

Annual Leave entitlement: 25 days

Other Conditions of Service relevant to this position:

- Housing allowance (10% of salary) if housing is not provided

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date

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Approved

Additional Comments: