

Open to Internal and External Candidates

Position Title : **Cleaners Supervisor**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G2**
Type of Appointment: **One Year Fixed Term with possibility of extension**
Estimated Start Date: **As soon as possible**
Reference Code : **VN-CAI/2018/22**
Closing Date : **June 20, 2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Resources Management Officer and the direct supervision of the Logistics and Procurement Assistant, the incumbent is responsible for the following functions:

Core Functions / Responsibilities:

1. Monitoring the work of all cleaners making sure that they follow-up with their duties and schedule their tasks in coordination with the supervisor.
2. Coordinating with Logistics Dept. to order necessary office supplies (Cleaning materials, tissues, soaps, Cups for migrants' water dispenser, etc...) and monitoring their use.
3. Assist in providing general logistics and procurement support to the office.
4. Coordinating with Cultural Orientation Dept. to arrange the distribution of meals to the migrants.
5. Keeping clean and in an orderly condition all office rooms, balconies, lavatories, corridors, stairs, back yards, gardens, kitchen, garage, walkways and surrounding area of the IOM office.
6. Reporting to the supervisor any problems with the fittings in lavatories, kitchens, etc.
7. Any other duties within the incumbent's capabilities that might be assigned by the Logistics and Procurement Assistant.

Required Qualifications and Experience:

- Secondary School Diploma with at least 2 years of relevant work experience; or,
- Bachelor's degree or equivalent, or higher.

Languages

Fair English.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

Communication

- Actively shares relevant information
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Performance Management

- Provides constructive feedback to colleagues

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Actively supports and implements final group decisions

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their **application** and **cover letter** not later than **Wednesday, the 20th of June 2018**, at **17:00** O'clock, **Cairo** time on www.egypt.iom.int

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.