



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Cleaner**  
Duty Station : **Cairo, Egypt**  
Classification : **General Service Staff, Grade G1**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Reference code : **VN/CAI/2019/07**  
Closing Date : **February 19, 2019**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

### **Organizational Scope & Context:**

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

### **Core Functions / Responsibilities:**

1. Ensures that all the IOM premises are kept clean and tidy condition.
2. Keeps clean all office rooms, balconies, lavatories, corridors, stairs, back yards, gardens, kitchen, garage, walkways, and as may be necessary the surrounding area of the IOM office.
3. Cleaning all type of office equipment and appliances
4. Report to the Supervisor of maintenance any problems with the fittings in lavatories, kitchens, etc...
5. Moving the trash out of the premises and place it in the outside designated garbage containers.
6. Ensure that all lavatories supplies (Toilet paper, soaps, and hand towels) are available at all times.
7. Washing the cups and dishes as needed.
8. Monitor and replenish the water drums of the water coolers once required.
9. Any other duties within the incumbent's capabilities that might be assigned by the Senior Logistics & Procurement Assistant.

### **Required Qualifications and Experience**

#### **Education & Experience**

- High School Degree/Certificate.

## Languages

- Fluency in Arabic is required.

## **Required Competencies**

### Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

### **Core Competencies** – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### **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 neighbouring 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 neighbouring 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 **Tuesday, 19 February 2019, Cairo** time on [www.egypt.iom.int](http://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.

### **Posting period:**

From 06.02.2019-19.02.2019