



VACANCY NOTICE

Position: Support Staff/Cleaner

No. of vacancies: 1 (One)

Date of Announcement: 15 July 2022

Duration: Through December 2022 (Extendable if funding and need permits)

Location: Habitat Nepal Central Office-Kathmandu

Reports to: Administrative Assistant

Core Function: The Support Staff/Cleaner position is responsible for ensuring the entire office premise (office rooms, meeting rooms, kitchen, toilet, furniture, assigned areas are clean and well-organized daily. Provide general logistical support to staff, and office errands as required.

Duties and Responsibilities:

Cleaning

- Perform daily cleaning of office premise, all the floors, rooms, meeting hall, furniture, and office equipment such as LCD, photocopier, printer, telephone.
- Make clean and tidy restrooms at least thrice a day and replenish the consumables such as soap, toilet paper, air freshener etc. as per need.
- Make floor and stairs mopping and vacuum clean twice a week.
- Clean the premise windows, doors, walls, balconies twice a week or as per need.
- Clean office compound and garden maintenance twice a week.
- Check daily restroom towels, make empty waste bins and place properly.
- Perform daily cleaning tasks in accordance with an agreed duty checklist.
- Welcome visitors/guests and offer tea, coffee, water etc.
- Timely assist in meeting hall set up and arrange refreshments on request.
- Ensure an electronic equipment's accessories such as remote controls of TV, Projector and AC are operational or not.
- Make friendly atmosphere of the hall with maintaining the temperature by opening/shutting the windows or using ACs.
- Ensure water supply in whole office such as kitchen and all floors' rest room.

Admin

- Support on make simple photocopy, documents dispatching on request.
- Handle front desk while receptionist is busy or absence.
- Support on store management on request.

Kitchen

- Maintain clean and tidy kitchen area including gas stoves, utensils, dining tables, chairs, and other related items.
- Make hygienic food for staff and serve on standard (if and when required only).
- Ensure the drinking water in each dispenser, hotpot and make sure the availability of tea/coffee items.



- Manage the office garbage daily and follow up the garbage collector if not carried.
- Ensure stock of food items, cleaning stuffs well in advance.

Garden maintenance

- Broom office compound daily and make clean flowerpots, put water and manuring while necessary.
- Maintain garden cleaning and pull up unnecessary weeds from the yard, compound wall, garden, and flowerpots twice a week.
- Plant seasonal flowers as requested by office.
- Be responsible if any other task assigned by office staff.



Education Qualification and Professional Experience:

- Literate with ability to Speak and write in Nepali and English.
- With 2 years of experience similar task (cleaning and support role).
- Neat, well-organized, dependable, and motivated person.
- Courteous (polite), with the ability to work well with other staff and visitors.
- Physically able to carry out cleaning tasks.
- Ability to plan activities and manage time to complete tasks within the required timeframes.
- Experience in working with little supervision.
- Ready to carry out assignments and run errands.

How to Apply: Interested candidates are requested to submit their application with CV to email id- recruitment@habitatnepal.org

Application submission deadline is 22 July 2022.

Human Resources Department, Habitat for Humanity International Nepal

In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve.

We require that all staff take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening, police check and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing

Habitat for Humanity International Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantage communities, and local candidates are encouraged to apply.

Only shortlisted candidates will be contacted for further steps in recruitment. However, habitat for Humanity International Nepal reserves the right to accept or reject any applications without assigning any reasons whatsoever.