

# VACANCY



## Cleaner/Janitor

### **Salary - USD 8,108 + Health Insurance, Life Insurance and Retirement Plan**

The Western and Central Pacific Fisheries Commission (Tuna Commission) invites applications from suitably experienced and qualified individuals for the contract services as Janitor to be based at its headquarters at Kolonia, Pohnpei State, FSM. Information about the WCPFC is available at [www.wcpfc.int](http://www.wcpfc.int).

The Janitor will be responsible for the cleaning of designated Tuna Commission Headquarters Building office and all other property as required, and insuring that the Commission's buildings, offices, all surfaces, furniture, fixture, equipment and other assets are kept clean, neat, sanitize, and presentable at all times.

In addition to their cleaning skills, Janitors are motivated, responsible, independent, and have strong time management skills to assist in other areas as needed.

Applicants must have 3 years experience as a Janitor and good written and oral communications skills. Terms of Reference including a list of duties for the position can be obtained through the Receptionist (320-1992/1993) as well as any additional information. Applications should include cover letter, resume and details of two referees. Applications should be addressed to Mr. Aaron Nighswander, Finance and Administration Manager at ([Aaron.Nighswander@wcpfc.int](mailto:Aaron.Nighswander@wcpfc.int)) or at the Tuna Commission office by closing date on Wednesday, **3 May 2023**.

## **Cleaner Terms of Reference**

The cleaning (sweeping, dusting, mopping, scrubbing and arranging) of designated Tuna Commission Headquarters Building office and all other property as required; including office furniture, cabinets, shelves, and any recreation, toilet, shower and kitchen facilities. Assist with rubbish collection and disposal and ensure cleanliness and presentability of all areas. The position reports to the Administrative Officer.

- Responsible for the cleaning of the main office building, annex and multipurpose building.
- The cleaning of glass windows, blinds and light fittings to the extent possible and that do pose not risk the contractor's safety.
- The cleaning of Commission office furniture and equipment (desks, cabinets, bookshelves, printers, workout equipment) and vehicles as required.
- Backup to the receptionist when needed (answer phone calls, receive/convey messages).
- Other errands or Receptionist routine tasks around town as needed (mailruns, deliver checks, pickup proformas, airway bill or bill of lading clearance).
- Disinfecting office doorknobs primarily at the main entrance, kitchen, and bathrooms.
- May be called on to assist with other tasks as needed (cleanup after social functions, assist at the Executive Directors residence after official functions).
- Any other services the contractor may identify and be agreed by the Commission.