



## VACANCY ANNOUNCEMENT

Job Title: Cleaner for the Zakho One Stop Shop (OSS)

Project Name: UNHCR 2024/Protection and Assistance Program for Refugees and IDPs in Iraq-Duhok

Vacancy Ref. NO: 94

Number of Vacancies: 1

Work Duty Station: Zakho

Applicants Residence: Zakho

Preferable Gender: male & female

Duration of Appointment: 1 month and 15 working days of November

Expected Starting Date: 2024-11-14

Deadline for Submission: 2024-11-11

Type of Contract: Full-time

Working Hours: Full time

### Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfillment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to within its resources- contributing towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice, especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others

### Job Overview:

The Cleaner under the supervision of Assistant Project Manager for Refugees, shall look after the One Stop Shop , take care of the facilities, and carry out cleaning and maintenance duties in OSS in Zakho in order to ensure that the OSS is kept in a clean and orderly condition within the required hygiene common standards, as per Harikar regulations, and as following;

#### Scope of Work (Duties and Responsibilities):

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, cleaning windows, restroom cleaning, watering trees, etc)
- Perform routine inspection and maintenance activities.
- Disinfects door hands, desks, chairs and other surfaces in a regular manner.
- Locking doors after operating hours and checking the proper close of unnecessary electrical appliance use to avoid the occurrence of hazards.
- Carry out heavy cleansing tasks and special projects.
- Contribute in making request for cleaning materials and solutions, maintain cleaning materials and use them in a proper manner.
- Notify management of occurring deficiencies or needs for repairs
- Identify and report possible repairs, make adjustments and minor repairs.
- Spray insecticides and fumigants to prevent insect and rodent infestation.
- Observe the office heaters' needs from kerosene and fill the heaters with fuel when needed.
- Support in the movement of equipment and furniture as per required.
- Stock and maintain supply room and or place.
- Cooperate with the rest of the staff
- Follow all health and safety regulations

#### Additional Duties and Responsibilities :

Fulfil other duties as required by the line manager.

#### Experince, Qualification and Skills:

- Educational Qualifications:
  - At least have a primary school degree.
- Professional Experience:
  - Proven and or two years of experience as a cleaner.
  - The ability to work in a team as well as independently without supervision.
  - Knowledge of cleaning chemicals and supplies
  - Ability to handle heavy equipment and machinery
  - Strong time management skills in order to ensure all work is completed by the end of shift
- Skills:
  - Manage multiple tasks, independent, quiet, strong-structured and organized.

- The ability to stand and work for long hours.
- Adaptable and able to work well under pressure.
- Integrity and loyalty in work.

#### Reporting, Supervision:

Reports to: Assistant Project manager for refugee

Supervises: None

#### Expected Conduct:

- Ensure that confidentiality is always maintained.
- Work with the Harikar and UNHCR teams in a cooperative and collaborative manner;
- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with "Do no harm" principle being the priority at all times.

#### Commitment:

1. All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management
2. All Harikar policies, guidelines and checklists are an integral part of this Job Description and must be implemented including, but not limited to;
  - Harikar operational guidelines and Policies;
  - Guideline prevention of corruption;
  - Guideline on PSEA;
  - Harikar Code of Conduct, and;

Checklist for procurement documents filing for supporting documents