



International Organization for Migration (IOM)

The UN Migration Agency

Vacancy Notice No: SVN#NP/01/19

Open to Internal and External Candidates

Position Title : **Janitress/Janitor**
Position Required : **2 Positions**
Duty Station : **Kathmandu, Nepal**
Classification : **General Service Staff, Grade 1**
Type of Appointment : **Special Short Term, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **January 20, 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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the National Procurement Logistics Officer and direct supervision of the Procurement Assistant in Kathmandu, Nepal the incumbent will be responsible to provide following support services to the mission's activities;

Core Functions / Responsibilities:

1. Perform cleaning functions as required: washing, sweeping, dusting, vacuum cleaning and polishing.
2. Bed making and changing of sheets in MHAC.
3. Ensure offices are kept clean and hygienic.
4. Maintain and clean all cleaning equipment and ensure it is well utilized.
5. Ensure that the compound is kept clean and tidy at all times.
6. Clean and disinfect, indoor and outdoor toilets each day and as per the assigned schedule.
7. Ensure all litter and refuse is collected and disposed by the garbage collector every morning.

8. Check and ensure that all electrical fixtures (authorized to be off) are off before locking the offices.
9. Plan and assist to provide tea/coffee for meetings and guests.
10. Any other duties as may be required.

Required Qualifications and Experience

Education

- Completed High School Degree from an accredited academic institution

Languages

Fluency in English, Nepali is required.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – Proactively develops new ways to resolve problems
- Leadership and Negotiation – Convinces others to share resources □ Presents goals as shared interests
- Performance Management – Provides constructive feedback to colleagues Provides fair, accurate, timely, and constructive staff evaluations
- Planning and Organizing - Sets clear and achievable goals consistent with agreed priorities for self and others Identifies priority activities and assignments for self and others Organizes and documents work to allow for planned and unplanned handovers Identifies risks and makes contingency plans
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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. Only Nepali Nationals will be considered for this position.

How to apply:

Interested Candidates are requested to submit their application indicating clearly the position applied, VN number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu** or email to ionnepaljobs@iom.int by **20 January 2019**. Only short listed candidates will be called for interview.

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Posting period:

From 07.01.2019 to 20.01.2019