



# National University of Vanuatu

## Job Description and Specification



<b>Job Title</b>	<b>Cleaner/Filling Clerk</b>
<b>Reporting To</b>	Manager Facilities
<b>Job Purpose</b>	Ensure NUV Headquarter is clean and tidy and filling is facilitated
<b>Position Summary</b>	Ensure cleanliness of all NUV Headquarter facilities are maintained as well as good filling is kept at all time
<b>Key Responsibilities – Detailed Listing</b>	<ol style="list-style-type: none"><li><i>Maintain the NUV headquarter administration buildings as well as classrooms in a neat and tidy environment</i><ul style="list-style-type: none"><li><i>Ensure the interior of the Administrative buildings as well as classrooms is tidy, clean and safe at all times</i></li><li><i>Clean the kitchens and toilets on a daily basis</i></li><li><i>Check and dust all office equipment</i></li><li><i>Arrange and decorate offices with flowers</i></li><li><i>Arrange, inspect and water plants for offices</i></li><li><i>Collect and dispose of trash</i></li></ul></li><li><i>General services</i><ul style="list-style-type: none"><li><i>Store cleaning materials safely</i></li><li><i>Keep records of stocks of cleaning materials</i></li><li><i>Arrange re-ordering of cleaning materials/refilling supplies</i></li><li><i>Ensure catering supplies for meetings (Coffee, tea, sugar) are available</i></li></ul></li><li><i>Prepare photocopying and binding of reports etc to assist with smooth operation of office</i></li><li><i>Liaise with Manager Facilities for general advice regarding general cleanliness</i></li><li><i>Order archiving and filing materials as needed</i></li><li><i>Assist with receptionist duties if needed</i></li><li><i>Liaise with Manager Facilities for removal and storage of archived materials</i></li><li><i>Prepare morning tea and coffee during meetings</i></li><li><i>Coordinating with other cleaners to keep the buildings clean and in orderly condition</i></li><li><i>Any other duties as reasonably requested by supervisor</i></li></ol>
<b>Critical Competencies</b>	<ol style="list-style-type: none"><li><i>Work in a professional manner, with occupational knowledge, accountability and adaptability</i></li><li><i>Self-starter, motivated and reliable</i></li><li><i>A team player with a sense of responsibility, time and integrity</i></li><li><i>Must have friendly and professional attitude</i></li></ol>
<b>Qualifications</b>	Year 10 certificate or any relevant Hospitality experience
<b>Special Skills</b>	<ol style="list-style-type: none"><li><i>Must have good communication skills</i></li><li><i>Must be able to handle cleaning chemicals safely and must be able to multitask and stick to their schedules</i></li></ol>

	<p>3. <i>Must be able to work independently with minimal supervision</i></p> <p>4. <i>Must be able to follow health and safety standards</i></p>
<b>Required Experience</b>	5 years in similar duty
<b>Language</b>	Fluent in Bichlamar, French and English
<b>Terms and Conditions of Employment</b>	Three-year local contract Annual salary: 800,000VT + 25 % Benefits