



RS FORM 2 - JOB DESCRIPTIONS

SECTION A: POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament Office

DIVISION/SECTION: SAA

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 279-00058 & 279-00218

MINISTRY VACANCY REF: 1/2020

POSITION TITLE: Cleaner

POSITION LEVEL: 2

SALARY RANGE: \$751.38 – \$821.25 fortnight

THIS POSITION REPORTS TO: Sergeant At Arms

SUBORDINATES REPORTS: Housekeeping Supervisor

SECTION B – SCOPE OF DUTIES

The purpose of this position is to ensure that the interior building, main chamber, public corridors, offices, conference rooms, library, kitchen, men's and women's toilets are clean at all times. Make sure the upstairs public gallery, Hansard, media room, server room and air-condition blocks are clean at all times. That the exterior west entrance, northern entrance, leaf hut, outside blocks and eastern entrance and steps, windows and doors are washed clean and tidy at all times

SECTION C – KEY DUTIES

****The Officer will be required to:***

- Do daily cleaning inside the Parliament building and to report any defects, faults and damages of properties to House Maid Supervisor.
- Assist responsible officer for ordering of toiletries, washing detergents and other items for the upkeep of the National Parliament office.
- See that all windows, carpet and doors are mopped, washed and cleaned at all times.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.

- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as Parliaments Meetings, Christmas party and other relevant meetings or events that require your attention.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Complete tasks in a timely manner with minimal supervision.
- Perform any other duties as directed by the Clerk from time to time.

SECTION D: KEY RESULT AREAS

****Successful performance of the duties will be indicated by:***

Applicants should be able to demonstrate:

- Knowledge of the appropriate detergent and cleaning agent to apply to different surfaces.
- Skills in weeding, mopping, sweeping and neatly tidy up the Office work environment.
- Experience in performing cleaning duties in an office environment

SECTION F: CAPABILITY AND QUALIFICATIONS

Key capabilities:

- Report Writing Skills,
- data analysis skills,
- communication skills using Ms Outlook and MS office programs
- Skills of coordinating team work & time management

Qualifications

- Form 5 certificate and relevant experience on the role.

SECTION G: SELECTION CRITERIA

Experience:

- 3 years and above working experience

Skills and ability:

- Ability to manage your time efficiently.
- Work well when supervisors are not present.
- Able to Handle electrical appliances to do cleaning and other cleaning appliances
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment.

SECTION H: TERMS AND CONDITIONS

- Salary per fortnight: \$751.38 – \$821.25 fortnight
- Salary per annum: \$19,535.87 - \$ 21,352.62
- Annual Leave: 25 days
- Other conditions of service as outlined in the Agreement of Service upon appointment;

SECTION I: APPROVAL (BUSINESS USE ONLY)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the role and will assist the Ministry/Agency to achieve its corporate objectives.

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Clerk to Parliament/ Head of Agency

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Date Approved

Additional Comments: