



## RS FORM 2 - JOB DESCRIPTIONS

### SECTION A: POSITION DETAILS

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**MINISTRY/AGENCY/OFFICE:** National Parliament Office

**DIVISION/SECTION:** SAA

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 279-00056

**MINISTRY VACANCY REF:** 1/2023

**POSITION TITLE:** Cleaner

**POSITION LEVEL:** 2/3

**SALARY RANGE:** \$751.38 – \$821.25 fortnight

**THIS POSITION REPORTS TO:** Sergeant At Arms

**SUBORDINATES REPORTS:** Housekeeping Supervisor

### SECTION B – SCOPE OF DUTIES

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

### SECTION C – KEY DUTIES

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

- Do daily cleaning inside the Parliament building and report any defects, faults and damages of properties to Housekeeping Supervisor.
- See that all windows, carpet and doors are mopped, washed and cleaned at all times.
- Clean building floors by sweeping, mopping, scrubbing, or vacuumed
- 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, functions and other relevant meetings or events that require your attention.
- Assist responsible officer for ordering of toiletries, washing detergents and other items for the upkeep of the National Parliament office.
- Perform any other duties as directed by the Clerk from time to time.
- Clean, sweep and mope of parliament entrance.
- Complete tasks in a timely manner with minimal supervision.
- Provide customer services to Members of Parliament during meetings

### SECTION D: KEY DELIVERABLES

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

Applicants should be able to demonstrate:

- Knowledge of the appropriate cleaning detergent to apply to different surfaces.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Skills in mopping, sweeping and neatly tidy up the Office work environment.
- Experience in performing cleaning duties in an office environment
- Good customer services
- Complete tasks in a timely manner with minimal supervision.
- Safe, clean and tidy working environment at all time

## **SECTION E: QUALIFICATIONS**

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### **Qualifications**

- Form 5/6 or any recognized certificate in APTC/SINU or other recognized training in Hospitality with more than 2 years working experience.

## **SECTION F: SELECTION CRITERIA**

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### **Experience:**

- Two (2) or more years working experience related to the hospitality and cleaning job.

### **Capability**

- Must physically, mentally and socially fit
- Capable in handling electrical appliances to do cleaning
- Capable of using basic cleaning equipment and work safely with a variety of cleaning supplies.
- Capable in dealing with different level of people visiting Parliament
- Capable to work extra time and in odd hours
- Capable in complying with code of conduct.
- Ability to manage time efficiently. And effectively
- Understand quality character required in an office environment.
- Capable working in a team and ensure interdependency of team members contributing to success of team.
- Capable in taking initiative and be self-motivated.

### **Skills and ability:**

- Excellent Communication, listening and interpersonal skills
- Ability to read and write to follow instructions
- Ability to provide exceptional Customer Service
- Knowledge and skills of using right detergent and chemical to do cleaning
- Ability to work without Supervisor

- Ability to work in a team
- Ability to follow all laws, policy, guidelines and procedure enforce by Public service and national Parliament

**SECTION G: TERMS AND CONDITIONS**

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- Salary per fortnight: \$751.38 – \$821.25
- Salary per annum: \$19,535. 87 - \$ 21,352.62
- Annual Leave: 18 days
- housing allowance: \$150.28
- Rental eligibility per Month: \$1,700

Other conditions of service as outlined in the Agreement of Service upon appointment.

**SECTION H: APPROVAL (BUSINESS USE ONLY)**

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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.



04/04/2022

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Clerk to Parliament/ Head of Agency

Date Approved

Additional Comments: