



TERMS OF REFERENCE

SECTION	ADMINISTRATION
TITLE OF POST	Office Assistant/Cleaner
POST OBJECTIVES	To provide general office support duties. To carry out the cleaning functions for the NTF/CI office.
IMMEDIATE SUPERVISOR	Support and Services Manager
SUBORDINATE STAFF	Nil

POSITION RESPONSIBILITIES

- Perform general administrative tasks, including mailings and deliveries, managing the mail register and running of errands as required.
- Assist with photocopying, scanning and collation of documents.
- Prepare and serve refreshments to meetings when required.
- Responsible for the cleaning of all the office workspaces, kitchen, conference room and communal spaces. Daily cleaning duties include:
 - Sweeping and moping of floors
 - Dusting furniture and equipment
 - Emptying bins
 - Tidying of office space (office foyer, staff lounge, cupboards, kitchen, bathroom facilities, archives and conference rooms).
 - Cleaning of windows/panes, walls and doors.
 - Open and close building daily ensure that all appliances are switched off at the end of the workday where applicable.
- Responsible for the purchase, storage and organising of kitchen items, cleaning equipment and cleaning agents.
- Perform any other administrative or cleaning duties as requested from time to time.

QUALIFICATION

- A form 6 pass and or similar work experience with 2 – 5 years of experience.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Advanced	Outgoing personality with ability to work in a diverse cultural environment.
	Good command of written and spoken English.
	Ability to learn quickly.
	Ability to operate office equipment.

	Ability to take initiative when situation dictates it.
	Basic time management skills.
	Ability to follow simple written and spoken instructions.
Working	Physically fit to be able to conduct the duties required.
	Considerable local travel, delivering/collecting correspondence and collecting supplies.
	Requires a lot of walking and extensive use of hands
	Ability to work overtime when required.
Awareness	Must be of sober habits with a smart and clean appearance
	High standards of self-integrity and honesty
	Positive attitude and behaviour
	Reliable and trustworthy.

CONDITIONS

- The successful applicant must be fully vaccinated for COVID 19.
- Office Assistant/Cleaner is a fulltime position.
- The term of employment is for a year (Feb – Dec 2022) with possibility of renewal based on successful performance appraisal.
- The work hours are from 8am – 4:30pm Mondays to Fridays.

SALARY RANGE

Band A Step 1 \$8,000.00 - \$8,849.10