

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>Ministry: Ministry of Education</b>		
<b>1. Position Title: Cleaner</b>	<b>2. Salary Level: L19-18</b>	<b>3. Division: HQ</b>
<b>4. Reports To: Secretary</b>	<b>5. Direct Reports: Office Manager</b>	
<b>6. Primary Objective of the Position:</b> To ensure that MOE office and compound is clean and beautified.		

<b>7. Position Overview</b>	
9. Financial:	10. Legal: Nil
11. Internal Stakeholders: i. Office Manager ii. MOE HQ staff iii. Security.  To be referred to Manager: i. Update and progress on cleaning and beautification programs.	12. External Stakeholders: i. Nil  To be referred to Manager: i. All related matters to office cleaning and beautification needs.
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> </ul>	

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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<ul style="list-style-type: none"> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Cleaning of MOE office	<ul style="list-style-type: none"> <li>- To ensure that MOE office (desks, floor, toilet, windows) is clean after/before working hours.</li> <li>- MOE HQ office lights, fans and air conditions are turn off after working hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Floor, desks, toilet, and windows are cleaned.</li> <li>- Lights, fans and air conditions are turned off.</li> </ul>
Beautification of MOE office compound.	<ul style="list-style-type: none"> <li>- To ensure that beautification program is maintained and sustained.</li> </ul>	<ul style="list-style-type: none"> <li>- Number of ornamental plants planted.</li> </ul>
Preparation and cleaning of MOE boardroom before/after official meetings.	<ul style="list-style-type: none"> <li>- To assist OM to ensure that MOE boardroom is clean and ready for official meetings.</li> </ul>	<ul style="list-style-type: none"> <li>- Boardroom is cleaned and tea essentials are readily available.</li> </ul>

10. Key Challenges	11. Selection Criteria
<p>- To be physically fit to execute cleaning and beautification activities.</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Form 3 OR Class 9 certificate.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- 3 years in cleaning and beautification activities.</li> </ul> <p><b>Job Training:</b></p> <p><b>Prerequisite:</b></p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p>

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	<ol style="list-style-type: none"><li><b>1. Knowledge:</b> Basic understanding in English.</li> <li><b>2. Skills:</b><ul style="list-style-type: none"><li>- Gardening skills</li><li>- Customer service</li></ul></li> <li><b>3. Attributes</b><ul style="list-style-type: none"><li>- Reliable</li><li>- Punctual</li><li>- Responsive</li><li>- Active</li></ul></li></ol>
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