

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Information Communication and Transport	3. Salary Level: L19-18	4. Division: Administration
2. Position Title: Cleaner	6. Direct Reports: Assistant Secretary	
5. Reports To: Office Manager		
7. Primary Objective of the Position: To ensure hygienic and cleanliness is maintained and practiced within the workplace for the healthiness of staff as well as to provide general support service to staff when needed from time to time.		
8. Position Overview		
9. Financial: Nil	10. Legal:	
11. Internal Stakeholders: i. Administration staff ii. Staff from other departments	12. External Stakeholders: NIL	
13. To be referred to Manager: i. Report missing properties or furniture ii. Needs to purchase cleaning utensils iii. Need to purchase tea for meetings	14. Without Referral to Manager NIL	
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ KDP/KPA ▪ MOP Outcome ▪ Divisional/Departmental/Unit Plan		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
General Support Service	• Preparation of boardroom according to the bookings from time to time. • Assist administrative officers with preparation for any Ministry's functions.	• The Boardroom is always clean and ready for use by staff for meetings. • Preparation is done on time.

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.

Approved by: 

Date of Issue: 23/06/22

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Maintaining hygienic cleanliness and tidiness	• Cleaning toilets regularly at least 2 hours a day • Wash office curtains on a quarterly basis i.e. every 3 months • Maintaining cleanliness within the allocated areas both outside and inside offices in a professional manner.	• Toilets are cleaned every day for use by staff. • Curtains are cleaned. • Both inside offices and outside are cleaned.
Developing new initiative or creativity	• Gardening around the office compound • Organizing office furniture and putting up decorative stuff such as pot plants in a presentable way	• Office compound is attractive and look colorful to visitors. • Office looked organized and presentable.
16. Key Challenges		
The post holder will work overtime or outside working hours including the weekend in cases where there are preparations that need to be done prior to special meetings Should always be ready to work any time when directed by administrative officers.		
17. Selection Criteria		
17.1 PQR (Position Qualification Requirement):		
Education: Form 3 Certificate		
Experience:		
Job Training:		
Prerequisite:		
17.2 Key Attributes (Personal Qualities):		
1. Knowledge: to clean and dust furniture and windows, organize things in a presentable way, hygiene and gardening.		
2. Skills: Should understand English language, gardening skills,		

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demands from supervisor or staff.

3. Attributes: teamwork, reliability and honesty.

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Date of Issue:

27/06/22