



commodes, and other restroom fixtures, dusting, waxing, and polishing office furniture, and emptying waste baskets and ashtrays, sweeping outside walks and adjacent areas to all buildings. Cleaning duties are also performed at the recreational center, the Health Unit, the fitness center, and other areas as instructed. Residential housing make-ready cleaning is also required whenever applicable. Job holder will have access to the Chancery as well as other Embassy facilities, therefore dependability and trustworthiness are essential.

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: Completion of junior secondary school.
- b. Prior Work Experience: One year prior janitorial supervisory experience.
- c. Post Entry Training: On the job training
- d. Language Proficiency: List both English and host country language(s) by level and specialization:  
Level II English ability (limited knowledge of written and spoken) is required.
- e. Job Knowledge: Must be familiar with basic cleaning techniques, cleaning products, and building layouts
- f. Skills and Abilities: Must be able to properly use cleaning equipment (i.e., brooms, mops, vacuums etc.) and cleaning solutions and is required to have a valid local driver's license

#### **16. POSITION ELEMENTS**

- a. Supervision Received: Works under the direct supervision the Facility Maintenance Supervisor.
- b. Supervision Exercised: Directly supervises four janitors.
- c. Available Guidelines: Oral instructions and written schedules
- d. Exercise of Judgment: Must exercise some limited judgment in selecting appropriate cleaning tools and materials and in identifying abnormal conditions to report. Also must ensure that the appropriate amount of resources are used to successfully complete tasks per schedule. Job holder will have access to the Chancery as well as other Embassy facilities, therefore dependability and trustworthiness are essential.
- e. Authority to Make Commitments:  
None
- f. Nature, Level and Purpose of Contacts: Limited contact with American and FSN employees of the US Mission
- g. Time Expected to Reach Full Performance Level: Four months