



Peace Corps/Sierra Leone
Freetown, Sierra Leone
Phone: +232 (0)78-200-900

VACANCY ANNOUNCEMENT

POSITION: Janitor

CLOSING DATE: March 29, 2011

Position Contract Date: May to August, 2011

LOCATION: Makeni, Sierra Leone

The United States Peace Corps Agency is seeking individual for the position of Janitor. The Janitor will work under the direction of the Training Manager and is responsible for maintaining tidy, clean office spaces and grounds. Working alone, or as a member of a custodian crew, performs a particular cleaning assignment or a range of custodian duties.

Duties and Responsibilities

- Cleans offices spaces to include dusting, sweeping, mopping, polishing and disinfecting areas.
- Cleans, disinfects, and deodorizes lavatories, commodes, and other rest room fixtures; polishes and cleans mirrors; replaces soap, deodorizers, toilet tissues, and burned out bulbs.
- Cleans floors of office, corridors, stairways and common rooms by sweeping, moping, waxing and polishing.
- Dusts waxes and polishes office furniture.
- Empties waste baskets. Sweeps outside steps and walks immediately adjacent to buildings.
- May cut grass and water lawns on the grounds.
- Reports broken windows, stopped up drains, leaking plumbing and other items requiring repair.
- May perform basic repairs and maintenance on facilities as required.
- Maintains an inventory of cleaning supplies and informs Logistics Manager when more supplies are needed.

Applicants with the following qualifications are encouraged to apply:

- Education: Minimum of elementary school certificate.
- Experience: Two years of related work experience.
- Language: Proficiency in oral and written English.
- Job Knowledge: Experience cleaning and light handy work
- Skills and Abilities: Demonstrated ability to work in a multi-task environment and possesses strong attention to detail.
- Experience working in a cross-cultural environment with U.S. citizens.

Application Deadline: March 29, 2011

To apply:

Required Documentation for Application

1. Cover Letter addressing candidate's qualifications for the position.
2. A resume or curriculum vitae.

3. The names and contact information for 3 references who can attest to work experience and interpersonal skills.

Please note:

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview
- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Contract is contingent on a security background and medical check

Submit applications to pcjob@sl.peacecorps.gov or # 34 Oldrailway Line, Signal Hill, Wilberforce, Freetown or The District Education Office in Makeni no later than March 29, 2011.