



# American Embassy

Subdivision 694/Stand 100,  
Kabulonga District, Ibex Hill Road  
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## JANITOR/CLEANER

The U.S. Embassy in Zambia is seeking to hire an individual to fill the position of Janitor/Cleaner in the Mission's Facilities and Maintenance Office.

### CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 1, with a salary ranging from ZK 38,794,151 to ZK 57,887,072 per annum.

### MAJOR DUTIES & RESPONSIBILITIES

The Incumbent provides ICASS services for Government Owned and Leased Non-Residential and Residential Building Operations to all USG Agencies at Post. Duties include but not limited to the following:

Maintains offices and public spaces in clean condition, through daily vacuuming of the carpeted areas; regular dusting, waxing and polishing of all woodwork, vinyl and/ or stone floors including stairways. Sweeping, mopping, disinfecting and deodorizing the restrooms, ensuring adequate supplies of soap and toilet paper; emptying waste paper baskets.

### REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Successful completion of senior secondary school is required.
- One year Janitorial/Cleaner work experience is required.
- Level III (good working knowledge) written and spoken English is required.
- Good working knowledge of housekeeping services (such as dusting, waxing and polishing of floors, furniture, windows) and general knowledge of location of business houses in the city center is required.
- Ability to operate a vacuum cleaner and floor polisher and be able to undertake arduous physical work is required.
- Basic computer keyboarding skills to access Embassy email account and to order expendable supplies with approval from Assistant FMS is required.

### NOTE

All applicants who are not Family Members of U.S. Government employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **September 1, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: The Human Resources Office, American Embassy, Subdivision 694/Stand 100, Kabulonga District, Ibex Hill Road, P. O. Box 31617, Lusaka.

*Only short listed candidates will be contacted.*