

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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**Vacancy code:** 2014-UNOPS/AEMO-RSPC-VA-008  
**Post Title:** Cleaner – 3 positions  
**Post Level:** Local ICA, Level 1 – Retainer based position  
**Org Unit:** UNOPS/AEMO/Serbia Project Center  
**Duty Station:** Belgrade/Serbia  
**Duration:** 1 year, renewable  
**Start Date:** January 2015  
**Closing Date:** 11 December 2014

### **1. Project(s) Background**

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The United Nations Office for Project Services (UNOPS) is active in over 100 countries worldwide, in various stages of conflict, post conflict and development environment. It is the United Nations (UN's) central resource for sustainable project management, sustainable infrastructure and sustainable procurement with an emphasis of capacity building as outlined in UNOPS Strategic Plan 2014-2017.

Through a wide variety of worldwide tested best practices, UNOPS has the ability to customize methodologies and implement different development programmes in accordance with the local and national structures. It uses flexible, reliable and well tested procedures and has world class financial and administrative practices.

UNOPS provides strong administrative and financial services and leads both the UN system and most international organizations in ensuring transparency and in management and oversight policies, all beneficial to local and national institutions. It is ISO 9001 and Chartered Institute of Purchasing and Supply (CIPS) certified and is an active member of the International Aid Transparency Initiative (IATI) which makes information about aid spending easier to find, compare and to use; it introduced international accounting standards (IPSAS); and it has project managers and key staff who are all required to be certified in Projects in a Controlled Environment - PRINCE 2.

UNOPS established the Serbia Project Centre (UNOPS Serbia) in Belgrade in April 2013, with a mandate to act as a service provider to its partners - the Government, the Government institutions, local self-governments, regional development agencies and civil society organizations – and support them to expand their own capacities and outreach.

### **Duties and Responsibilities**

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#### **2. Purpose and Scope of Assignment**

Under the supervision of Logistics Assistant, the Cleaner will provide high standard of hygiene and cleanliness throughout the office premises by performing various cleaning duties.

In particular, Cleaner is responsible for:

- Detailed cleaning of office areas including moping and vacuuming of floors; dusting furniture, equipment, and partitions; emptying of wastebaskets and recyclables and disposing them to disposable area.

- Detailed cleaning of toilets including washing/disinfecting of sinks, floors, polishing of metalwork and replenishing of toilet supplies as appropriate.
- Maintaining of clean and orderly kitchen including facilities, equipment, appliances and floor.
- General cleaning of stairways/corridors and areas around the office premises.
- Washing of windows, door panels, partitions, etc. as appropriate.
- Reporting to supervisor maintenance requirements.

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

### **3. Required Selection Criteria**

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a. **Education**

- No specific education required

b. **Work Experience**

- 1 year of experience is required

c. **Key Competencies**

- Ability to apply neatness, accuracy and thoroughness in the work assigned
- Ability to adhere to work assignments and meet designated deadlines
- Ability to communicate requirements to supervisors
- An energetic person who can easily conform and adapt to the United Nations System

### **Submission of Applications**

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#### **Additional Considerations**

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae, updated United Nations Personal History Form (P.11) via email to: [srpc.vacancies@unops.org](mailto:srpc.vacancies@unops.org). Kindly indicate the vacancy number and the post title in the subject line.

**Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.**

#### **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Qualified female candidates are strongly encouraged to apply.
- Only those candidates that are short-listed for interviews will be notified.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)