

LESBIANS GAYS AND BISEXUALS OF BOTSWANA (LEGABIBO)

Year: 2017 – 3 months July to September 2017

LEGABIBO JOB DISCRIPTION
A. ADMINISTRATIVE DETAILS
POSITION: Temporary Cleaner STAFF NUMBER:
B. REPORTING STRUTURE
REPORTS TO: Finance and adminatration officer ROLES: Cleans LEGABIBO Office and premises
C. INTERACTION – NATURE AND FREQUENCY OF INTERNAL AND EXTERNAL INTERACTION
WORKING HOURS: 0700 AM TO 0400PM FREQUENCY: 5 DAYS A WEEK
D. PURPOSE OF THE JOB
We are looking for a temporary cleaner to take care of our facilities and carry out cleaning and maintenance duties.
E. KEY PERFORMANCE AREAS
1. General cleaning of all office premises (dust, mop office floors, vacuum, wipe desks and chairs, empty trash, clean and wash windows, clean kitchen and rest rooms, replenish cleaning equipment)
2. Ensure proper cleanliness of the areas around the office (sweeping and ranking)
3. Cleaning, Stocking and supply designated office areas (dusting, sweeping, mopping, restroom cleaning)
4. Performing and documenting routine inspection and maintenance activities.
5. Notify management of occurring deficiencies, repairs or any recurring problems
6. Stock and maintain supply rooms
7. Cooperate with the rest of the staff
8. Participate in preparation for office events and activities
F. SCOPE OF WORK
Work closely with the Finance and administration officer, all programme staff, the LGBT community,
G. Key Deliverables
Cleaning inventory in each office
Clean offices, clinic, DIC and surroundings
Documented routine inspection
H. Reporting Expectations
Weekly review of performance based on indicators and key deliverables
I. Minimum Requirement
BGCSE

A detailed CV and certified copy of Omang should accompany the application letter. Applications should be received on or before 14 July 2017.

Applications should be addressed to:

The CEO

LEGABIBO

P O Box 550430

Mogodisthane

And hand delivered to LEGABIBO offices:

Plot 34296

Setsau Street

Block 8

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Or email: legabibocoordinator@bonela.org

For further information: +267 316 64 25