

**Individual Contractor (IC) Job Opening**
UNSMIL-IC001/2020

Title:	Cleaner
Level:	GL2
Duty Station:	Tripoli
Section/Unit:	Engineering and Facilities Management Unit
Opening Date:	17 June 2020
Closing Date:	25 June 2020

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY TO THIS POST

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATIONS USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS2-IC001/2020).

ORGANIZATIONAL SETTING AND REPORTING:

This post is located in the Engineering and Facilities Management Unit within the Mission Support Service (MSS) of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Engineer.

UNSMIL's mandate as renewed in SC resolution 2486 of 12 September 2019 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support, on request, for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.



**JOB DESCRIPTION:**

Under the overall supervision of the Chief of Engineering and Facilities Management Unit the incumbent will perform the following functions:

1. Maintains office cleanness, which includes cleaning the offices, bathrooms, common areas, mopping floors, dusting computers and phones on daily basis.
2. Keeps kitchen, toilets & showers in hygienic condition and replenish sanitary items as deemed necessary.
3. Advises facilities management staff about cleaning material needs.
4. Notifies the supervisor about any repairs that she/he deems necessary.
5. Provides hospitality for the office visitors.
6. Cleans all the UNSMIL assets in Mitiga office.
7. Provides the inventory of the UNSMIL assets in Mitiga.
8. Performs any other duties as may be assigned by supervisors.

QUALIFICATIONS:

Work Experience: A minimum of one (1) year of relevant experience in cleaning services.

Language: English and French are the working languages of the United Nations Secretariat. For the Individual Contractor services, Fluency in Arabic is required. Knowledge in English is desirable.

ADDITIONAL INFORMATION:

The IC's services will be located at the Mitiga Airport (UNSMIL's Terminal) in Tripoli. The service required is for three months with possible extension subject to performance and UNSMIL requirement. Payment of the fees shall be paid on daily basis.

