



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Cleaner (2 positions)**
Organizational Unit: **Supply Chain Division**
Duty Station: **Anbar (Qaim)- Iraq**
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development/Daily**
Grade: **Ungraded**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **26 October 2023**
Reference Code: **CFA2023/IRQ/239**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.

Context/Reporting line:

Under the overall supervision of the Supply Chain Officer the administrative supervision of the Program Coordinator (Return and Recovery) & Head of Sub-Office and the direct supervision of the Supply Chain Assistant, the successful candidate will perform the following duties:

Core Functions / Responsibilities

1. Ensure that all the IOM clinic premises are kept clean and in an orderly condition; this includes but is not limited to keeping clean all office rooms, balconies, lavatories, corridors, stairs, backyards, gardens, kitchen, garbage disposals, walkways, surrounding areas of the office, and all office equipment and appliances.
2. Report to the Maintenance Supervisor any problems with the fittings in lavatories, kitchens, etc.
3. Move trash off the premises and place it in the designated garbage containers.
4. Ensure that all lavatory supplies (toilet paper, soaps, and hand towels) are available always and replenish when needed.
5. Wash cups and dishes as needed.
6. Monitor and replenish water drums of the water coolers as required.
7. Support in lifting and moving items.
8. Perform other related duties as may assigned.

Required Qualifications

Education:

- High School with relevant experience in the cleaning services.

Experience and Skills:

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

- Good communication skills.

Languages:

- Fluency in English and Arabic is required.

Behavioral Competencies

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion, and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse
IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via this link:

<https://jobs.my-soc.org/apply/20231016085659/1gCbzZlfMBEe6FANYyTa2Xh7s>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From: 16 October 2023 to 26 October 2023