

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Ministry of Education		
1. Position Title: Cleaner	2. Salary Level: L19-18	3. Division: HQ
4. Reports To: Secretary	5. Direct Reports: Office Manager	
6. Primary Objective of the Position: To ensure that MOE office and compound is clean and beautified.		

7. Position Overview	
9. Financial:	10 Legal: Nil
11. Internal Stakeholders: i. Office Manager ii. MOE HQ staff iii. Security. To be referred to Manager: i.Update and progress on cleaning and beautification programs.	12. External Stakeholders: i. Nil To be referred to Manager: i.All related matters to office cleaning and beautification needs.
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ KDP/KPA:	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

<ul style="list-style-type: none"> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Cleaning of MOE office	<ul style="list-style-type: none"> - To ensure that MOE office (desks, floor, toilet, windows) is clean after/before working hours. - MOE HQ office lights, fans and air conditions are turn off after working hours. 	<ul style="list-style-type: none"> - Floor, desks, toilet, and windows are cleaned. - Lights, fans and air conditions are turned off.
Beautification of MOE office compound.	<ul style="list-style-type: none"> - To ensure that beautification program is maintained and sustained. 	<ul style="list-style-type: none"> - Number of ornamental plants planted.
Preparation and cleaning of MOE boardroom before/after official meetings.	<ul style="list-style-type: none"> - To assist OM to ensure that MOE boardroom is clean and ready for official meetings. 	<ul style="list-style-type: none"> - Boardroom is cleaned and tea essentials are readily available.

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> - To be physically fit to execute cleaning and beautification activities. 	11.1 PQR (Position Qualification Requirement): Education: <ul style="list-style-type: none"> - Form 3 OR Class 9 certificate. Experience: <ul style="list-style-type: none"> - 3 years in cleaning and beautification activities. Job Training: Prerequisite:
	11.2 Key Attributes (Personal Qualities):

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue:
--------------	----------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<p>1. Knowledge: Basic understanding in English.</p> <p>2. Skills:</p> <ul style="list-style-type: none">- Gardening skills- Customer service <p>3. Attributes</p> <ul style="list-style-type: none">- Reliable- Punctual- Responsive- Active
--	--

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:

Date of Issue: