

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

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