



Vacancy Announcement

Job Title: Janitor-IGS
Department: Administration, Legal & Operations
Reports To: Procurement Supervisor
Deadline: October 29, 2018 at 4:00 p.m.

JOB DESCRIPTION:

- Cleans and ensure water fountain is always presentable and refilled
- Empties waste baskets and refuse cans
- Clean building floors by sweeping, mopping, scrubbing, etc.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Notify procurement/logistics manager concerning the need for repairs.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Perform other duties as may be required.

QUALIFICATIONS & EXPERIENCE:

- High School diploma.
- Previous experience in office etiquette and procedures
- Previous experience in working in the janitorial field.

OTHER REQUIREMENTS:

- Good honesty and personal integrity
- Good interpersonal and customer service skills.
- Good written and oral communication skills.

SELECTION PROCESS:

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted. Selected candidates will be required to submit, prior to being hired, ***a sworn / notarized statement / affidavit that he/she has not resigned, been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts; or if investigated, has been cleared of all allegations against him/her.***

Interested applicants must submit the following for the application to be considered:

- 1) Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.

2) Each application must be submitted in a sealed envelope, addressed to:

Liberia Telecommunications Authority

Application for Janitor

Administration & Operations Office

Menetamba Road, Cooper's beach community

Paynesville, Montserrado

Liberia