

Vacancy Announcement

Position title	Cleaner
Vacancy No.	YAO-Khq-19-09
Employment Type	Full-time
Duration	Until 31/12/2019
Duty station	Khanaqin Office
Estimated Start Date	As soon as possible
Closing Date	Sunday 27/01/2019
Overview	Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.
Job Description	Youth Activity Organization (YAO) is seeking an experienced cleaner.

Main Duties and Responsibilities:	<ul style="list-style-type: none">• Cleaning offices, sanitation facilities, kitchen and office surroundings• Reports damages or losses on equipment• Sweeping, vacuuming and mopping floors• Provides support during official events• Assures availability of sanitation supplies• Respect the essential hygiene regulations and maintain exemplary conditions of hygiene in the kitchen and storage areas• Clean and disinfect the bathrooms and toilets• Ensure that each bathroom is equipped with toilet paper, soap and a hand towel.• Empty waste paper baskets and rubbish bins• Manage the stock of cleaning products under the supervision of his/her direct supervisor.• Keeping all public spaces neat and tidy• Cleaning windows, glass surfaces, and mirrors• Report repairs and replacements needed when encountered on job• Undertake any other duties required
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Required Qualifications & Experience	<p>Education:</p> <ul style="list-style-type: none">• Generally no need for Higher Education. <p>Experience:</p> <ul style="list-style-type: none">• Minimum 1-year experience in similar position.• Cultural awareness and ability to build relationships quickly with a wide variety of people• Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure• Must be Iraqi nationality holder.
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	<p>Knowledge:</p> <ul style="list-style-type: none">• Excellent communication skills.• Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds. <p>Languages:</p> <p>Strong communication skills both verbal and written Kurdish and Arabic.</p>
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How to apply:

Qualified Candidates should submit their CVs attached electronically to jobs@yao-iraq.org with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Khq-19-09**

- Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
- **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.