

WE ARE HIRING

Job Role: Housekeeper/Cleaner
Reports to: Senior Finance Manager
Contract Duration: Until 31.12. 2024
Location: Wa (Upper West Region)



Implemented by:
giz Deutsche Gesellschaft für Internationale Zusammenarbeit

Company Profile:

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) - is a public-benefit federal enterprise working in more than 100 countries worldwide. We work on behalf of the German Government and support public and private sector clients in a wide variety of areas, including economic development and employment, energy and environment, and peace and security. Our activities cover three priority areas: Energy and Climate, which deals with renewable energy and energy efficiency; Training and Sustainable Growth for decent Jobs; and Peaceful and Inclusive Societies, which focuses on good governance.

Project Brief:

The REACH project seeks to build Climate Resilience across 14 districts in northern Ghana. Through extensive capacity building measures on Conservation Agriculture, Community Engagement and improved planning and policies on District level, the challenges of climate change for rural areas are tackled. The Project is co-funded by the European Union and the German Federal Ministry for Economic Cooperation and Development. It is part of the EU Ghana Agricultural Programme which is implemented together with the Ministry of Food and Agriculture of Ghana (MoFA).

Tasks:

- Ensure that the office premises are clean and orderly.
- Run errands and complete other tasks to ensure the smooth running of the office.
- Set up and prepare the conference rooms as instructed.
- Checks office supplies and restocks office items.
- Carries out minor repairs as required to keep office equipment operational.
- Reports damage to office areas and equipment and support in maintain them.
- Cleans the office premises, rooms, furniture, carpets, and windows.
- Experience in gardening.

Profile:

- Secondary/High School education or higher certification will be an added advantage.
- A minimum of three years' professional experience in a comparable role, with references.
- Ideally, a basic knowledge of English.
- Computer literacy will be an added advantage.
- Ability to act sensitively in handling and disposing of potentially important documents.
- Reliability and good organizational skills, appropriate appearance, and clothing.
- A team player.
- Candidates in the Upper West Region are encouraged to apply.

How to Apply:

Interested and suitable applicants are to forward their detailed Curriculum Vitae (CV) and a one-page cover letter to hr-ghana@giz.de quoting the **Job Code 2024/REACH-HK/14/04** and your preferred duty station in the subject line. If you do not hear from us two (2) weeks after the deadline, please consider your application unsuccessful.

GIZ is an equal opportunity employer committed to diversity. All qualified candidates regardless of age, sex, ethnicity, race, and religion are encouraged to apply.

 **Closing date: 19.04.2024**