Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

GIZ Pacific Island Region
Office Cleaner-VAVAC
Cleaning Staff Member

Main Role:

Incumbent will ensure the efficient execution of all cleaning tasks in relation to the VAVAC office. Demonstrates strong service orientation in support of projects, expatriates, visitors, and stakeholders, ensuring responsiveness, professionalism, and proactive assistance.

Reporting Relationship:

GIZ Pacific Island Region is looking for a highly motivated candidate for the following position to be based at GIZ VAVAC Office Vanuatu.The incumbent will work under the direct supervision of the Finance & Administration Officer and will be responsible for general cleaning and upkeeping of the VAVAC Office. In carrying out his/her role, the Office Cleaner performs the following major functions/duties:

Major Functions:

- To perform cleaning functions for VAVAC office at the Vanuatu Presidential Palace, respectively including washing, sweeping, mopping and dusting.
- Clean surfaces, including floors, furniture, equipment, desks, walls, doors, windows, etc.
- Empty and clean wastepaper baskets
- To prepare tea/coffee and prepare meetings rooms for official meetings.
- To constantly check that common areas are cleaned by Landlord.
- Ensure office kitchenette is clean and hygienic, including washing dishes.
- Ensure office appliances and equipment are cleaned on a regular basis.
- To ensure pot plants are taken care of
- To assist VAVAC Team with official errands e.g payment of bills, bank runs, etc.
- Assist VAVAC Team with filing and organising files.

Tasks as and when required:

- Other tasks as an when required by Employer and by mutual agreement, especially during the absence of other Project staff;

Experiences & Qualification:

- No formal level of education required.
- Capable of working within an inter-cultural environment
- High standards of confidentiality and loyalty
- High standards of hygiene

Our offer:

Remuneration package to commensurate with qualifications and experience.

To source full Terms of Reference of the role, please email: Ms. Salote Dau

All applications including achievement oriented CV with details of 3 referees and accompanying documents should be sent by email to Ms. Salote Dau, Senior HR Officer on Salote.Dau@giz.de or by post/ hand delivered **no later than 4.00p.m Friday 25th July, 2025** addressed to:

VACANCY – Office Cleaner -VAVAC
Lot 67, GIZ Haus,
Knolly Street, Suva
P.O.Box 14041, Suva.

GIZ is an equal opportunity employer