

Title: Cleaner

Domain: Administration

Primary Location: Tashkent

Recruitment open to: Only candidates national from Uzbekistan may apply for this post.

Type of contract: Service contract (3 months' probation period), grade SB1/1

Deadline (midnight, Local time): 8 July 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Head of UNESCO Office in Tashkent and the direct supervision of Senior Administrative Assistant the contractor shall assist in the day-to-day management, implementation, monitoring and reporting of culture-related programmes/projects/activities, including in the field of intangible and movable cultural heritage, creative industries and sustainable tourism, in particular:

1. Perform cleaning function as required, including washing, sweeping, dusting, vacuum cleaning. Clean surfaces, including floors, furniture, walls, doors, windows, carpets, empty and clean waste-paper baskets
2. Keep office rooms, lavatories, equipment and furniture clean and hygienic
3. Maintain premises and all cleaning equipment
4. Perform other duties as required

REQUIRED QUALIFICATIONS

Education:

- Secondary education;

Work Experience:

- Minimum 3 years of relevant working experience;

Skills/Competencies:

- Ability to work effectively in a team environment and to maintain effective working relations within a multi-cultural environment;
- Ability to manage a heavy workload and paying close attention to details and quality of work.

Languages: Good knowledge of Uzbek, Russian and basic English.

APPLICATION PROCEDURE

Please send your detailed CV on UNESCO's form in English (<http://www.unesco.org/new/en/tashkent/about-this-office/vacancies/>), together with a letter of interest in a closed envelope, indicating the vacancy notice reference number (TAS/ADM/18/002) and the post title "Cleaner" to the attention of the Head of the UNESCO Tashkent by post or deliver it to the UNESCO Tashkent Office at 9, Ergashev Street, 100084, Tashkent, Uzbekistan. The application may also be submitted on-line to the UNESCO Tashkent mailbox: tashkent@unesco.org

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.