



The United States Peace Corps Togo is seeking an individual for the position of  
**Janitor**

**OPEN TO:** All interested eligible and qualified candidates  
**POSITION :** Janitor  
**OPENING DATE:** July 19, 2021  
**CLOSING DATE:** August 6, 2021  
**STATUS:** Full Time (40 hours per week)

### **A- BASIC FUNCTION**

Under the supervision of the Facilities and Maintenance Supervisor, the Janitor is a member of a team responsible for a variety of general maintenance and support services to keep buildings and grounds clean and orderly. Heavy duties including cleaning floors, washing walls and glass, and removing rubbish. Other duties include performing routine maintenance activities, and notifying management of need for repairs. Work hours are subject to a rotational schedule, and may include time outside of normal business hours (early morning, late evening, weekends) to ensure that tasks are undertaken in a manner which will not interfere with normal office operations.

### **B- MAJOR DUTIES AND RESPONSIBILITIES**

The duties of the Janitor include but are not limited to:

#### **Daily cleaning and maintenance tasks**

**60%**

- Sweep floors in all offices daily. Empty waste baskets.
- Wash and sanitize Health Unit exam rooms, infirmary, as well as all kitchen areas, toilets, and sinks as needed, but not less than daily.
- Restock disposables (e.g., soap, paper towels, and drinking water in coolers).
- Maintain exterior areas in a safe, clean manner.

#### **Weekly tasks**

**15%**

- Wet mopping of all offices as needed, but not less than two times per week.
- Clean and dust walls, doors, machines, equipment, and furniture (desks, shelves, cabinets).
- Use chemical and other cleaning products to perform spot cleaning, e.g. of soft furnishings, spills.

#### **Occasional tasks**

**10%**

- Undertake occasional tasks such as cleaning of mirrors, windows and other hard surfaces as needed, using soapy water or other cleaners and appropriate equipment.
- Wash laundry (sheets, towels, curtains, etc.), prepare beds in the infirmary.
- Set up, arrange, and remove tables, chairs, etc. to prepare facilities for events such as meetings. Move furniture (including heavy furniture) as may be needed.

#### **Other**

**15%**

- Replace burned-out light bulbs. Notify supervisor of any equipment or other building maintenance needs.

- Apply general use insecticide. Advise supervisor of presence of rodents or other pests requiring the intervention of outside services.
- Perform basic administrative duties, such as photocopying, sorting of mail, inventory maintenance, and messenger services.
- Assist in the supervision of outside maintenance service providers.
- Serve as back-up to the Logistics Assistant and other colleagues, as required.
- Other duties as assigned by the supervisor.

## C- QUALIFICATIONS

### Education:

Completion of elementary school is required.

### Prior Work Experience:

- At least one year of related experience is required.

### Language Proficiency:

- Level 2 (limited knowledge) written and spoken **French and English** is required.

### Skills and Abilities:

- Willingness to work outside of normal business hours, including on weekends and holidays if required.
- Ability to lift at least 12 kg.
- Valid Category A driver's license is required. Category B driver's license is desirable.
- Ability to work with minimal supervision.
- Ability to work safely with a variety of cleaning supplies and use basic cleaning equipment (including washing machine).

## D- POSITION ELEMENTS

### Supervision received

Position is a member of a team which is supervised by the Facilities and Maintenance Supervisor. The incumbent must be able to function well both as a team member and independently.

### Safety and Security

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

### Physical condition

The duties and responsibilities of the Janitor are executed from the office in Lomé. Occasional travel to the field may be required.

### Occasional Money Holder

The personal services contractor (PSC) may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training sites, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to Peace Corps Trainees or Volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

## E- HOW TO APPLY

All the applications including a cover letter and curriculum vitae in English with three references, copies of most recent diplomas, work certificates and a valid police record (*Casier Judiciaire datant de moins de trois mois*) must be sent to the following address by **August 6, 2021**: [TG-JOBS@peacecorps.gov](mailto:TG-JOBS@peacecorps.gov)