



VACANCY ANNOUNCEMENT

The United States Peace Corps Togo is seeking a
Janitor (Agent d'Entretien)

OPEN TO: Eligible and qualified candidates

POSITION: Janitor

OPENING DATE: May 13, 2024

CLOSING DATE: June 3, 2024

STATUS: Full Time (40 hours per week)

SALARY: Compensation starting at 3,490,550F CFA per year, negotiable based on salary history and experience. Benefits include meals allowance, transportation allowance, family medical insurance, and annual bonus.

LOCATION: Lomé, Togo

BACKGROUND

Summary

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.

Country Program Information

In 1961, United States President John F. Kennedy established the Peace Corps, an independent US Government Agency, to promote world peace and friendship through the service of American Volunteers abroad. The Peace Corps has 3 goals:

- To help the people of interested countries in meeting their need for trained men and women;
- To help promote a better understanding of Americans on the part of the peoples served;
- To help promote a better understanding of other peoples on the part of Americans.

In Togo, the first Peace Corps Volunteers arrived at the invitation of the Togolese government in 1962. With the exception of the 2020 – 2022 COVID-19 pandemic period, the program has been continually active since then, and to date has hosted over 3000 Volunteers. Prior to evacuation for COVID-19, the program brought in approx. 50 trainees each year, giving a total in-country presence that on occasion exceeded 100.

With the return to service, Volunteer will eventually expand to serve across four of the five districts of Togo in three different sectors:

- Promoting Agricultural Education for Sustainability (PAGES), where Volunteers assist smallholder farm households to achieve food and nutrition security, sustainable livelihoods, and increased resilience;
- Targeting English Education for Change (TEECH), where Volunteers work with girls and boys in public schools to strengthen their communication skills in English and have more equitable access to academic and/or professional opportunities.
- Community Health Education and System Strengthening (CHESS), where Volunteers assist rural communities to obtain improved health outcomes through education and strengthened Ministry of Health systems.

Reference Materials

MS 520 Peace Corps occupational safety and health
12 FAM Foreign Affairs Manual : Diplomatic Security

MAJOR DUTIES AND RESPONSIBILITIES

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

Daily cleaning and maintenance tasks

- 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

- 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

- 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

- 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.

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).

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.

Respiratory Protection Program (For designated staff)

“The Contractor is required to follow any workplace health and/or safety rules indicated for their position specified in a Peace Corps policy/policies (whether implemented under a Peace Corps Manual or Procedures/Program thereunder, Interim Policy Statement, a Medical Technical Guideline, a Peace Corps Headquarters official notice, and/or a Post-specific Policy or Management Notice) – including complying with any medical and/or training requirements the policy/policies specify.”

Temporary Assignment due to Covid-19 (All staff)

“Given that as a result of the COVID-19 pandemic there will be a lengthy period where there are likely to be limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/[Country], the PSC may be temporarily assigned during the COVID-19 pandemic, as determined by the Peace Corps Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.”

Employee Voluntary Program (All staff)

The DMO may authorize the PSC to be placed on Paid Administrative Leave under the following circumstances:

- When the Peace Corps Director or Chief of Mission (COM) (or their delegate) uses their authority to close all or part of the Peace Corps and, consistent with that closure, administratively excuses the non-emergency workforce. This includes unanticipated circumstances based on extreme weather, natural disasters, and unforeseen interruptions of transportation or building services that could cause potential health or safety risk.
- When the Peace Corps CD determines that there is a localized reason to close all or part of an in-country Peace Corps facility and consistent with that closure, administratively excuses the non-emergency workforce. This includes unanticipated circumstances based on extreme weather, natural disasters, and unforeseen interruptions of transportation or building services that could cause potential health or safety risk.
- When the Peace Corps Director or COM (or their delegate) provides another basis for the use of paid administrative leave for local staff.
- As part of the Employee Volunteer Program (EVP), if put in place by the Country Director at post, in accordance with [MS 636](#) and the Overseas Contracting Handbook section on Personal Services Contracts.
- When in accordance with the PSC Discipline options specified in the Overseas Contracting Handbook section on Personal Services Contracts.

HOW TO APPLY:

A complete application will include:

1. A cover letter in English
2. A current curriculum vitae or resume in English
3. Copy of relevant diploma(s) or degree(s)
4. Work certificates (to support your previous employment)
5. A valid police record (Casier Judiciaire datant de moins de trois mois), and
6. Completed application form (attached to this email)

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information. Do not submit any other documentation with your application. The application should be submitted to:

E-mail Address: TG-JOBS@peacecorps.gov

Subject Line: PSC-04-2024_Janitor_ Surname, First Name

Note: Paper applications will not be considered. Due to the high volume of applications received, we will only contact applicants who will be invited to an interview. Thank you for your understanding.

Limitations:

Award of this contract is contingent on availability of funds, reference checks, and completion of a security certification.

Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).

Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.

Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.

The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.

Women are strongly encouraged to apply.