

Open to Internal and External Candidates

Position Title : **Cleaner (MHAC)**
Duty Station : **Bangkok, Thailand**
Classification: **General Service Staff (G1, THB 24,036.42 per month)**
Type of Appointment : **Special Short-Term Contract,
6 months with possibility of extension**
Desired Start Date : **As soon as possible**
Closing Date : **02 December 2021**
Reference Code : **SVN037/2021**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

1. ORGANIZATIONAL CONTEXT AND SCOPE:

Under the overall supervision of Chief Migration Health Officer and direct supervision of Senior nurse & technical coordinator, the incumbent will be responsible and accountable for cleaning Migration Health Assessment Centre (MHAC), Bangkok, Thailand.

RESPONSIBILITIES AND ACCOUNTABILITIES:

1. Rubs, or scrubs, if necessary, tables, shelves, cabinets and working benches to ensure dust-free by using appropriate cleaning agent.
2. Sweep, mop and vacuum the floors of various type as per the frequency being scheduled.
3. Wipe the door handles/knobs as often as possible to ensure its cleanliness preventing germ's contamination
4. Change bedsheet in the physicians' room after completion of physical examination. Ensure the sufficiency of the disposable paper sheet being single used on top of bedsheet for each client.
5. Empty non-infectious trash cans and manage the disposal.
6. Collect the readily sterile infectious waste, store at the designated area prior to dispatch for an incineration at the IOM affiliated hospital.
7. Clean, dry and store the reusable laboratory glassware to be ready to use.
8. Notify supervisor if there is an occurrence of damage or deficiencies of office furniture that may require further attention or action.
9. Ensure the sufficiency of the cleaning products by weekly checking its stock and report for a procurement if depleted.

10. Assist with simple clerical tasks when required.

11. Perform other duties as may be assigned.

2. DESIRABLE COMPETENCIES:

Values

The incumbent is expected to demonstrate the following values and competencies:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: Speaks and writes clearly and effectively.

3. EDUCATION AND EXPERIENCE:

- School Diploma.
- Relevant experience in the cleaning services.
- Effective communication
- Good cooperative and collaborative skills
- Attention to detail
- Ability to adhere to policies and standard operating procedures
- Ability to work in a collaborative team environment

4. LANGUAGES

Required: Fluency in Thai (Verbal and Written)

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **December 02, 2021** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/thailand/files/Recruitment/IOM%20Personal%20History%20Form%20with%20Declaration.xls> Kindly indicate the reference code **SVN037/2021** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from <http://thailand.iom.int/>);

Only shortlisted candidates will be contacted.

Posting period:

From 18.11.2021 to 02.12.2021