

<b>POST DESCRIPTION</b>		
1	<b>Ministry of Finance: WB Central Services Unit</b>	
2	<b>Job Title:</b> Cleaner, Logistic Support Service, CSU,	
3	<b>Level:</b> S	<b>Post Number:</b> 1
4	<b>Location:</b> Nukualofa	
4	<b>Purpose:</b> To maintain cleanliness of the CSU office and Common Area	
5	<b>Key Results Area</b>	<b>Performance Indicators</b>
5.1	1. Ventilate and clean all areas of the CSU Office, rest rooms and common areas	<ul style="list-style-type: none"> <li>• Cleanliness in all areas of the office including rest rooms</li> <li>• Removal of rubbish</li> </ul>
5.2	2. Clean and decorate offices and meeting rooms	<ul style="list-style-type: none"> <li>• Clean offices and bathrooms</li> </ul>
5.3	3. Clean and maintain the common area used by CSU	<ul style="list-style-type: none"> <li>• Cleanliness all round</li> </ul>
5.4	4. Look after the all cleaning equipment's and storage	<ul style="list-style-type: none"> <li>• Inventory report on a monthly</li> </ul>
5.5	5. Rubbish collection from CSU offices and removal to waste authority	<ul style="list-style-type: none"> <li>• Collection from working areas on a daily basis</li> <li>• Waste removal on a Weekly basis</li> </ul>
5.6	6. Assess and report to the administration officer the need for cleaning equipment/agent	<ul style="list-style-type: none"> <li>• Report on a weekly basis</li> </ul>
5.7	7. Perform any other tasks delegated by the administration officer or Programme Manager	<ul style="list-style-type: none"> <li>• As required</li> <li>• Complete the task within specified time line</li> </ul>
6	<b>Reports Directly to:</b>	Programme Manager through the Administration Officer
<b>PERSON SPECIFICATION FOR THIS POST</b>		
Special Skills:		
Communication and Language Skills:		Good communication skills
Personal Attributes:		Willingness to take responsibilities Hardworking, reliable and cooperative Supportive and work well with team
Education:		Essential: Essential: evidence of secondary school
Experience:		Have proven record of providing cleaning services Interest in gardening and landscaping
<b>POSITION COMPETENCIES</b>		

Change and Innovation	<ul style="list-style-type: none"> <li>➤ Stays informed and actively contributes to change initiatives</li> <li>➤ Looks for ways to demonstrate innovation and initiative in work area</li> <li>➤ Anticipates emerging issues and looks for ways to improve work practices.</li> <li>➤ Takes a big-picture view of change and models a positive, constructive approach to managing it</li> </ul> <p><b>Focuses on benefits and ways of overcoming obstacles.</b></p>
Interpersonal Skills	<ul style="list-style-type: none"> <li>➤ Actively shares information with appropriate people and checks for understanding where necessary</li> <li>➤ Presents clear, courteous and concise oral and written communications</li> <li>➤ Engages positively and persuasively with program stakeholders as appropriate.</li> <li>➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
Integrity / Accountability	<ul style="list-style-type: none"> <li>➤ Seeks to achieve results which are in the best interest of the organization</li> <li>➤ Uses honesty and appropriate disclosure with customers, employees, and management</li> <li>➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
Results Orientation	<ul style="list-style-type: none"> <li>➤ Delivers high quality results on time</li> <li>➤ Overcomes roadblocks/setbacks to deliver results</li> <li>➤ Identifies problems early and takes appropriate action.</li> <li>➤ Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
Teamwork and Collaboration -	<ul style="list-style-type: none"> <li>➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>➤ Is open with other team members about his/her concerns</li> <li>➤ Actively shares information with appropriate people and checks for understanding where required.</li> </ul>
Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends.</li> <li>➤ Treats all clients with respect and cultural awareness</li> </ul>
Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>
Building individual capacity	<ul style="list-style-type: none"> <li>➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>

Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> <li>➤ Inspires dedication to the organization’s shared outputs and values through his/her own visible actions.</li> <li>➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> <li>➤ Embraces and adapts to changing work environment</li> </ul>
Judgment	<ul style="list-style-type: none"> <li>➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.</li> </ul>
Promotion of equity and equality	<ul style="list-style-type: none"> <li>➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences</li> <li>➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures</li> </ul>

The salary for the position is at Band S of the salary structure for the Tonga Public Service with a minimum of TOP\$ 6,720 to a maximum TOP\$ 10,080 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.

**ENDORSEMENT WITH NAME, SIGNATURE AND DATE**

Cleaner	<b>Name:</b>  <b>Sign:</b> .....  <b>Date :</b> .....
Program Manager	<b>Name:</b>  <b>Sign:</b> .....  <b>Date:</b> .....