

## SCHEDULE 1

### 1. OBJECTIVE

<b>Ministry/Department: MINISTRY OF FINANCE</b>		
<b>Job Title: Cleaner, Property Management Section , CSD,</b>		
Band: S	Post Number: 2	Location: Nuku'alofa
<ul style="list-style-type: none"> <li>• <b>Purpose:</b> To maintain cleanliness in the Ministry of Finance's Building and Grounds</li> </ul>		
Key Results Area	Performance Indicators	
1. Ventilate and clean all areas of the St. George Government Building	<ul style="list-style-type: none"> <li>• Cleanliness in all areas of the buildings</li> <li>• Removal of rubbish</li> </ul>	
2. Clean and decorate meeting rooms according to roster	<ul style="list-style-type: none"> <li>• Check the roster daily</li> <li>• Prepare meeting room every morning</li> </ul>	
3. Clean and maintain the grounds and garden outside SGGB	<ul style="list-style-type: none"> <li>• Well maintained clean lawn</li> </ul>	
4. Look after the lawn mower/weed eater, fuel, all cleaning equipment's and storage	<ul style="list-style-type: none"> <li>• Inventory report on a monthly</li> </ul>	
5. Rubbish collection from the building/ grounds 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>	
6. Assess and report to the supervisor the need for cleaning equipment/agent	<ul style="list-style-type: none"> <li>• Report on a weekly basis</li> </ul>	
7. Perform any other tasks delegated by the supervisor or Deputy CEO, Office of the CEO	<ul style="list-style-type: none"> <li>• As required</li> <li>• Complete the task within specified time line</li> </ul>	

<b>Reports Directly to:</b>		Property Manager
<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>		
<b>8</b>	<b>Core Behavioral Competencies</b>	<b>Key Performance Standards</b>
8.1	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> <li>○ Focuses on benefits and ways of overcoming obstacles</li> </ul>
8.2	Interpersonal Skills / Teamwork / Collaboration	<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 organisation to further the goals of the organisation.</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> </ul>
8.3	Integrity / Accountability / Results Orientation	<ul style="list-style-type: none"> <li>○ Seeks to achieve high quality results which are in the best interest of the organisation</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 to deliver results.</li> <li>○ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> <li>○ Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>

8.4	Customer Focus and (internal 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, apologizes and makes suitable and timely amends.</li> <li>○ Treats all clients with respect and cultural awareness</li> </ul>
8.5	Judgement	<ul style="list-style-type: none"> <li>○ <b>Approaches a task/problem in a sensible way; gives sound advice and seek assistance if necessary.</b></li> <li>○ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss</li> </ul>
9	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.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Cleaner/Caretaker	<p><b>Name:</b> Vacant</p> <p><b>Sign:</b> .....</p> <p><b>Date :</b> .....</p>
10.2	Property Manager	<p><b>Name:</b> 'Elenoa Kava</p> <p><b>Sign:</b> .....</p> <p><b>Date :</b> .....</p>
10.3	Head of CSD: DCEO for Finance	<p><b>Name:</b> Mrs Gladys Fukofuka</p> <p><b>Sign:</b> .....</p> <p><b>Date:</b> .....</p>
10.4	CEO for Finance	<p><b>Name:</b> Miss. Kilisitina Tuamei'api</p> <p><b>Sign:</b> .....</p> <p><b>Date:</b> .....</p>

