



Confronting Crisis | Building Resilience | Transforming Lives

VACANCY ANNOUNCEMENT

The Strategies for Northern Development (SND) is a local non-governmental organization working with Nomadic Pastoralist Communities in Northern Kenya and Southern Ethiopia. SND is guided by a vision to see a society where all Pastoralist Communities are resilient and live a dignified life.

Key areas of focus include; (1) Peace Building and Governance, (2) Food Security, Sustainable Livelihoods and Resilience, (3) Child Protection and Education, (4) Water, Sanitation and Health and (5) Humanitarian assistance.

We are seeking application from qualified individual to fill the following open position;

Position	Key Competence	Roles and Responsibilities
Office Cleaner Location: Moyale Post: 2	<ul style="list-style-type: none"> The holder of this position must have a minimum of Primary education or secondary education At least 1 year of work experience preferably with NGO is a Ability to understand and speak national language is highly desirable. 	<p>The purpose of this position is to perform a variety of office support duties and to carry out the cleaning (removing unwanted substances, such as dirt, infectious agents, and other impurities, from an object or environment) function in the organization.</p> <p>Other Roles and Responsibilities:</p> <ul style="list-style-type: none"> Dusting and cleaning all furniture and office equipment (Bookshelves, tables, Chairs, Printers and Scanners etc.) General cleaning of all glass windows, partitions and wooden doors. Cleaning of all electrical gadgets (Light fittings, electrical switches etc.) Washing of all hard floors (Marble, Terrazo and Ceramic tiles) and all corridors General cleaning and disinfecting of all toilets (Wash-hand basins) Washing of all wall finishing and tiles Ensure cobwebs are removed from all

ceilings and corridors

- Cleaning of the designated areas for cleaning and litter control of the surrounding.
- Buffing, Scrubbing and polishing of hard floors and walls
- Cleaning and polishing of all wooden and metal surfaces
- Cleaning of window frames and glasses
- Responsible for removing trash in office areas
- Restock washrooms with supplies
- Prepare and serve refreshments when required
- Perform any other duties as required

How to Apply:

Letter of applications along with a copy of your resume, a contact telephone number and the names of 3 referees preferably from your previous work places, quoting their email addresses/contact numbers properly and Clearly label/quote the job title above on your envelope and hand deliver to the SND Moyale Office or send copies of scanned (as listed above) documents via the email address - jobs@sndafrica.org. The deadline for the submission of the application is **Friday 12th April 2024 5:00 PM**. Only short-listed candidates will be contacted. **Phone calls are not acceptable. CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.**

Female Candidates are strongly encouraged to apply.

SND is an equal opportunity employer.