



International Organization for Migration (IOM)  
The UN Migration Agency

## VN 2024 / 023

### Open to Internal and External Candidates

Position Title : **Cleaner**  
Duty Station : **Rabat, Morocco**  
Classification : **G1**  
Type of Appointment : **Fixed Term, 12 months subject to funding confirmation**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **December 24<sup>th</sup>, 2024**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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. IOM has been present in Morocco since 2001, and opened the mission in Rabat in 2007.*

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Under the overall supervision of the National Supply Chain Officer in Morocco and direct supervision of the Senior Supply Chain Associate; and, in collaboration with relevant units, the successful candidate will be responsible and accountable for managing cleaning functions in Rabat office

#### **Core Functions / Responsibilities:**

1. Ensure that all the IOM premises are kept clean and in an orderly condition; this includes but is not limited to: keeping clean all office rooms, balconies, lavatories, corridors, stairs, backyards, gardens, kitchen, garbage disposals, walkways, surrounding areas of the office, and all office equipment and appliances.

2. Report to the Maintenance Supervisor any problems with the fittings in lavatories, kitchens, etc.
3. Move trash off the premises and place it in the designated garbage containers.
4. Ensure that all lavatory supplies (toilet paper, soaps, and hand towels) are available always and replenish when needed.
5. Wash cups and dishes as needed.
6. Monitor and replenish water drums of the water coolers as required.
7. Perform other related duties as may assigned.

## ***Required Qualifications and Experience***

### **Education**

- School diploma and relevant experience in the cleaning services.

### **Experience**

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Languages**

- For this position, fluency in Arabic is required (oral and written).
- Working knowledge of French is highly desirable.

## ***Required Competencies***

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

**Values** - All IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains 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** – behavioural indicators - *level 1*

- 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: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### ***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 neighbouring 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 neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to [iomrecrute@iom.int](mailto:iomrecrute@iom.int), by December 24<sup>th</sup>, 2024 at the latest, referring to this advertisement. The application email subject should be « **VN 2024/023 Cleaner** ».

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 11.12.2024 to 24.12.2024