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WWF SOUTH PACIFIC

JOB DESCRIPTION

Position title	:	Cleaner – Field Office
Department	:	Great Sea Reef Programme
Location	:	Suva, Fiji
Reports to	:	Macuata Field Officer, Programme Manager – Great Sea Reef
Supervises	:	None
Date	:	January 2015

I. Organisational background:

WWF Pacific is a prestigious and innovative regional programme delivering conservation of priceless biodiversity, climate change adaptation, and social and economic benefits to the Pacific region, one of the world's most valuable and picturesque natural and cultural treasure troves.

It leads the implementation of WWF's priority programme activities for the Coral Triangle Global Initiative (CTGI), and Smart Fishing Global Initiative (SFGI) and in the SW Pacific Priority Place. Fiji is the priority location for field programs implementation whilst partnerships and policy work are facilitated at the Pacific regional level.

Having recently completed a new strategic plan for 2015-2019, WWF Pacific is focusing its efforts in achieving healthy, recovering and resilient marine ecosystems that provide improved biodiversity, food security, livelihoods and well-being for dependent communities. The new strategy has significant contributions towards addressing climate change and adaptation issues as well as Fiji's Redd+ contribution's and applications from an island perspective.

WWF-Pacific's approach is therefore one of empowering key stakeholders and conservation practitioners, working at community, national, regional and international levels to strengthen, where necessary establish and implement effective regional and national policies, governance processes, capacities and knowledge sharing mechanisms which support sustainable resource management and biodiversity conservation.

I. Major Duties & Responsibilities

- Responsible for keeping the WWF PPO Labasa Field Office orderly and clean through activities including wiping windows, walls, floors and furniture.
- Regular washing of bedroom linen and curtains in the office, sunning-out beddings etc.
- Keep the kitchen area free off insects and pests and the kitchen cleanliness should always be a priority.

- Ensure the bathroom area is regularly cleaned to ensure proper office hygiene. Proper environmentally friendly chemicals should be used.
- Work against prepared worksheet and checklist with sign-off by Supervisor.
- Perform any other duties as assigned by Supervisor

Required Skills and Competencies

- Basic knowledge of working environment that is conducive to cleanliness and healthy living
- At least two to three years of similar experience is an advantage.
- Demonstrated ability to work both independently and with a designated supervisor.
- Ability to follow instructions.
- Sound communication skills, basic skills in both written and spoken English and Fijian. An understanding of Hindi is also advantageous.
- Have flexible approach and a willingness to work outside normal hours
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined & Engaging*

VI. Working Relationships:

Internal

- Works closely with the Conservation team to effectively maintain the upkeep of the Labasa Office.

External

- WWF visitors - as and when required, maintaining politeness and professionalism at all times.

This job description covers the main tasks to be delivered in the duration of this Contract and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____ Date: _____

Accepted by Representative: _____ Date: _____

Accepted by Staff member: _____ Date: _____