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JOB DESCRIPTION

Position: Office Messenger/Cleaner- European Union (EU) Energy Project

Reports to: Finance and Administration Officer

Location: Kasese

Grade: **A1**

I. Role Definition:

To maintain a clean working environment for staff and visitors; which is safe, comfortable, attractive and conducive and provide administrative support to all staff in line with WWF administrative guidelines.

II. Key Responsibilities:

1. Clean and maintain office premises and compound in a clean, tidy and hygienic environment in line with the departmental guidelines.
2. Prepare and serve tea or any other meals during official hours and meetings in line with the departmental guidelines.
3. Provide safe storage and maintenance of cleaning items, tools and equipment in line with the departmental guidelines
4. Wash crockery, cutlery and hand kitchen towels in line with the departmental guidelines;
5. Routinely empty the waste paper baskets and dustbin in the kitchen in line with the departmental guidelines.
6. Supervise minor repairs within and around the office in line with the departmental guidelines.
7. Provide basic office support to all staff through; photocopying documents, handling of incoming/out-going correspondences, directing visitors when need arises in line with WWF administrative guidelines.

Required Qualifications

- Ordinary Level certificate with a minimum 2 years working experience in a busy NGO environment.
- Ability to communicate orally in English
- Must be a team player.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff.