



Job Title: Support Services Staff – Cleaner/Messenger

CORPORATE INFORMATION

1. **Position Level:** Band B
2. **Hourly Wage Rate Range:** \$5.37 - \$6.89
3. **Duty Station:** Corporate Service Division, Suva
4. **Reporting Responsibilities:**
 - a. **Reports To:** Senior Human Resource Analyst
 - b. **Liaises with:** Manager Human Resource, Administration and Training (MHRAT), Parliament Staff and Caucus staff.
5. **Subordinates:** Nil

POSITION PURPOSE

Ensure cleanliness of offices within Parliamentary complex, assist in setting up of Committee meetings and serve refreshments/lunch for any occasion in Parliament.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Maintaining the cleanliness of the Parliament premises daily including the replenishment of supplies from stores as and when needed.
2. Organise logistics including setting up meeting rooms and serving refreshments, lunch for meetings, sitting, workshops and official functions.
3. Perform messenger duties when required plus any other official activity assigned by the supervisor.
4. Actively contribute to all corporate requirements of the Parliament, including quality initiatives and HR activities where required.

KEY PERFORMANCE INDICATORS

1. Minimal complaints were received about the cleanliness of the Parliament and Caucus office and restrooms in compliance with OHS standards.
2. Timely delivery of services required with positive feedback on the quality of services provided.
3. All other agreed activities and corporate requirements are delivered in compliance with policies, procedures and timelines.

PERSON SPECIFICATION –

Essential Qualification: A Pass in Fiji School Leaving Certificate OR more than 2 years' relevant work experience.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. 1 – 2 years relevant work experience.
2. General knowledge of cleaning services and processes.
3. General knowledge of OHS Regulations and other relevant legislation.

SKILLS AND ABILITIES

1. Good customer service skills and communications skills
2. Ability to use and maintain cleaning equipment and machines
3. General organizational abilities and the ability to be impartial and maintain confidential information
4. Capacity to work in a team and adhere to supervisor's instructions

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of the Republic of Fiji operates in a politically sensitive environment. Any person who is and is seen to be active in political affairs and intends to publicly carry on this activity may compromise the strict political neutrality of the Parliament of the Republic of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of the Republic of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of the Republic of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.