

Ministry:	Ministry of Finance
Division:	Property Management Section, Corporate Services Division
Location:	SGGB, Nuku'alofa
Job Title:	Cleaner
Position Number:	FIN081044111001100011
Reports to:	Head of Property Management Section
Band:	S
Salary:	\$6,720 – 10,080
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Improved macroeconomic management & stability with deeper financial markets • Closer public/ private partnership for economic growth • More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities • Appropriate decentralization of government administration with better scope for engagement with the public • Improved collaboration with development partners ensuring programs better aligned behind government priorities <p>Job Purpose:</p> <ol style="list-style-type: none"> 1. The officer is responsible to support the provision of transport service under the relevant output delegated to the division in the Ministry's Corporate Plan.
Accountabilities / Outcomes	<ol style="list-style-type: none"> 1. Ventilate and clean all areas of the SGGB 2. Clean and decorate meeting rooms according to roster 3. Clean and maintain the grounds and garden outside SGGB 4. Look after the lawn mower/weed eater, fuel, all cleaning equipment's and storage 5. Rubbish collection from the building/ grounds and removal to waste authority 6. Assess and report to the supervisor the need for cleaning equipment/agent 7. Perform any other tasks delegated by the supervisor or Deputy CEO, Office of the CEO
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good communication skills • Willingness to take responsibilities • Hardworking, reliable and cooperative • Supportive and work well with team

	Desirable:
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> • Form 5 TSC or equivalent of Certificate level 1 • *exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school). Desirable:
Authorised by (sign and date)	
Supervisor	Name: Mrs ‘Elenoa Kava Signature & Date:.....
Deputy Secretary / HOD	Name: Mrs Gladys Fukofuka Signature & Date:
CEO for Finance	Name: Mrs Kilisitina Tuamei’api Signature & Date:
Employee	Name: Vacant Signature & Date: