

Cleaner /Logistician Support

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Deadline:	The deadline for applications has expired	
Salary:	According to the interview results	
Location:	Bishkek	
Type of involvement:	full time	



[UNDP Kyrgyzstan](#)

Address
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Information

Common information

Following the guidance of the General Assembly on UN Reform, specifically the sharing of administrative systems and services, Country Teams have made steady progress in establishing UN Houses, and more recently, in the area of common services.

UN House Project initiative is aimed to provide continuous, efficient and timely maintenance of UN House building and its common territory for UN Agencies accommodated in the UN House (under one roof). Significant savings in investments, operating costs and time, as well as improved efficiency and delivery of these services can be achieved through joint initiatives in these common areas. UNH Project is represented by UN House Management Team consisting of representative from each Agency accommodated in the UN House. UNHMT reports directly to Heads of UN House Agencies.

Required cleaning services will significantly contribute to healthy culture withing organization, maintaining high level of fresh, clean and free from accumulated dust and dirt space. Clean environment is expected to serve as a moral booster both for UNH employees and visitors.

Qualification requirements

Education: Secondary education is required.

Experience:

- Minimum 2 years of relevant experience as a cleaner/logistician in national and/or international organizations is required.
- Experience in providing support services for meetings or events organized in the office.
- Experience using computers demonstrating basic skills (familiarity with Excel and Microsoft Office).
- Experience working in UN system or international organization.
- Experience in logistics support and handling of supplies.

Languages:

- Fluency in Russian and Kyrgyz is required.
- Knowledge of English is desired.

Core Competencies:

Achieve Results: LEVEL 1 - Plans and monitors own work, pays attention to details, delivers quality work by deadline.
 Think Innovatively: LEVEL 1 - Open to creative ideas/known risks, is pragmatic problem solver, makes improvements.
 Learn Continuously: LEVEL 1 - Open minded and curious, shares knowledge, learns from mistakes, asks for feedback.
 Adapt with Agility: LEVEL 1 - Adapts to change, constructively handles ambiguity/uncertainty, is flexible
 Act with Determination: LEVEL 1 - Shows drive and motivation, able to deliver calmly in face of adversity, confident.
 Engage and Partner: LEVEL 1 - Demonstrates compassion/understanding towards others, forms positive relationships.
 Enable Diversity and Inclusion: LEVEL 1 - Appreciate/respect differences, aware of unconscious bias, confront discrimination.

Cross-Functional & Technical competencies:

Business Management - Customer Satisfaction/Client Management

- Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs.
- Provide inputs to the development of customer service strategy.
- Look for ways to add value beyond clients' immediate requests.
- Ability to anticipate client's upcoming needs and concerns.

Business Management - Communication

- Communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.
- Ability to manage communications internally and externally, through media, social media and other appropriate channels.

Ethics - Ethics Advice & Guidance

- Ability to quickly analyze complex fact patterns and provide comprehensive, sensitive, and confidential ethics advice and guidance.

Ethics - Ethics Education and Training

- Ability to provide education and training on ethics, values, and standards and promote staff awareness of ethical behavior and ethical decision making.

Procurement - Sourcing

- Ability to find, evaluate and engage suppliers of goods and services.

Administration and Operations - Inventory management

- Each office to ensure sufficient inventory items are available for use as well as reporting for items which are beyond the corporate threshold of \$5K and above.

Duties

1. In the capacity of Cleaner /Logistician Support serve as focal person and liaison between Cleaners and high supervisors in all the work related matters including quality of work and performance of the personnel.
 - To draft schedules of cleaner/logisticians and monitor its observation.
 - Ensure accuracy and cleanness of the Office building, its property and other office auxiliary premises (drivers room, security guards room, cleaners room etc.);

- Supervise Cleaners verifying the quality of performed functions.

2. Provide cleaning and logistical support:

- On a daily basis wipe the tables, window sills, shelves, bookcases, dustbins; clean the carpet; look after and water the flowers; periodically air the premise;
- Clean the toilet, duly change the toilet accessories;
- Keep the kitchen clean, wash the dishes and towels, prepare tea for employees;
- As necessary remove the dust, spider web and dirt from walls both inside and outside of the office;
- Sort paper for reuse;
- Small procurement related to clean;
- Maintain records on use of detergents, tissues, towels etc. and prepares request for the above stuffing purposes;
- If necessary, assist during the programme/project meetings, preparing tea/coffee for guests.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.

Institutional Arrangement: Under the overall guidance of the UNDP Operations Manager and direct supervision of UN Common Services Associate, Cleaner /Logistician Support performs functions on supporting cleanliness and tidiness in office premises.

Conditions

Equal opportunity

As an equal opportunity employer, UNDP values diversity as an expression of the multiplicity of nations and cultures where we operate and, as such, we encourage qualified applicants from all backgrounds to apply for roles in the organization. Our employment decisions are based on merit and suitability for the role, without discrimination.

UNDP is also committed to creating an inclusive workplace where all personnel are empowered to contribute to our mission, are valued, can thrive, and benefit from career opportunities that are open to all.

Sexual harassment, exploitation, and abuse of authority

UNDP does not tolerate harassment, sexual harassment, exploitation, discrimination and abuse of authority. All selected candidates, therefore, undergo relevant checks and are expected to adhere to the respective standards and principles.

Right to select multiple candidates

UNDP reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP at the same grade level and with similar job description, experience and educational requirements.

Use of AI by candidates

Applicants are invited to [read UNDP's guidance for candidates on using AI responsibly in UNDP recruitment and selection](#).

Scam alert

UNDP does not charge a fee at any stage of its recruitment process. For further information, please see www.undp.org/scam-alert.

About company

As the United Nations lead agency on international development, UNDP works in 170 countries and territories to eradicate poverty and reduce inequality. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities, and to build resilience to achieve the [Sustainable Development Goals](#). Our work is concentrated in three focus

areas; sustainable development, democratic governance and peace building, and climate and disaster resilience. UNDP advocates for change, and connects countries to global knowledge, experience and resources to help people build a better life.

UNDP has supported Kyrgyzstan's development progress since 1992 and supports the country in charting future pathways towards greater prosperity, resilience, and social cohesion. As an impartial policy advisor and integrator, UNDP works within the UN system and with all stakeholders in government, civil society, and private sector to advance inclusive, fundamentally sound development solutions and reforms in complex settings. Our United Nations identity ensures neutrality and respect for people's choices. Transparency and accountability in operations makes us a trusted partner for national and international development stakeholders.

UNDP encourages and enables collective intelligence, collaboration, integration, critical thinking, and thought leadership. We mainstream innovation, digitalization opportunities, gender equity and diversity/inclusion principles in all aspects of our work. Our staff consistently strive for excellence, effectiveness, efficiency and inclusion across all areas of work.