



### **Our Mission**

To actively monitor compliance to legislation and collect quality scientific data within the Namibian and international waters towards the sustainable utilization of Marine Resources in a participatory manner.

### **ENTRY RECRUITMENT**

The FOA is an equal opportunity employer and is seeking applications from an exceptional person that is dynamic and self-motivated to join the FOA as a Cleaner reporting directly to the Human Resource Assistant.

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### **POST: CLEANER (Walvis Bay) (Paterson A2)**

**Primary Function:** The incumbent will be responsible for the daily cleaning of FOA offices in Walvis Bay.

#### **Key Performance Areas:**

##### **a) Cleaning:**

- Maintain general cleanliness of offices both inside and outside of premises
- Weekly mopping and vacuuming floors
- dusting countertops, and furniture
- sanitizing bathrooms, kitchens, or other public areas
- Empty and clean all wastepaper/ rubbish bins daily
- Washing of crockery and utensils from the CEO's office
- Hoisting and lowering of flags
- Delivering of documents within offices
- Standing in during the absence of the Receptionist
- Watering of plants
- Taking stock and replenishment of all cleaning supplies

##### **b) Fault reporting**

- Report all faults experienced in electricity supply (plugs, connections, etc.)
- Report broken windows, doors, lost keys etc.
- Perform any other duties commensurate with the position as reasonably requested from time to time.

**Qualifications:** The ideal candidate should as a minimum have a grade 10 certificate, and 2 years cleaning experience. The ideal candidate should be able to handle cleaning chemicals safely, be able to multitask and stick to schedules while also responding to incidents as they occur throughout the day, have good communications skills, good interpersonal skills, be proactive, can work independently with minimal supervision, can follow health and safety standards, and be good at time management.

**Salary Package:** The FOA offers a market related remuneration package commensurate with the successful candidate's experience and qualifications.

**How to Apply:** If you are interested in applying for this position, submit a written application supported by detailed CV, certified copies of identity documents and academic qualifications to: The HR Assistant, Fisheries Observer Agency, P O Box 2903, Walvis Bay. Applications can also be hand-delivered or couriered to the following address: 1274W 1<sup>st</sup> Street East, Walvis Bay.

Enquiries should be addressed to the HR Assistant, Tel 064 219 500. **No emailed or faxed applications will be accepted.**

**Closing date: Friday, 26 May 2023**

**Only shortlisted candidates will be contacted for interviews and no documents shall be returned.**

*Women and persons with disabilities are encouraged to apply.*