



Vacancy Notice No : SVN 2023/06  
Position title : Cleaner  
Duty Station : Belgrade  
Classification : General Service Staff  
Type of Appointment : SST G1 (6 months with possibility of extension)  
Estimated Start Date : April 2023  
Closing Date : 19 March 2023

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

### **General functions**

Under the overall supervision of the Head of Office and direct supervision of the National Resources Management Officer the successful candidate will be responsible and accountable for managing the resources management functions in IOM Belgrade office. In particular the incumbent will be responsible for the following tasks:

- Ensure that all the IOM premises are kept clean and in an orderly condition; this includes but is not limited to: keeping clean all office rooms, balconies, lavatories, corridors, stairs, backyards, gardens, kitchen, garbage disposals, walkways, surrounding areas of the office, and all office equipment and appliances.
- Report to the Maintenance Supervisor any problems with the fittings in lavatories, kitchens, etc.
- Move trash off the premises and place it in the designated garbage containers.
- Ensure that all lavatory supplies (toilet paper, soaps, and hand towels) are available always and replenish when needed.
- Wash cups and dishes as needed.
- Monitor and replenish water drums of the water coolers as required.
- Perform other relevant functions and duties as required

### **Desirable Qualifications and Experience:**

- School diploma and relevant experience in the cleaning services
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage

### **Languages Required**

*Basic knowledge of English*

### ***How to apply:***

Interested candidates to submit their applications as soon as possible by sending the IOM Personal History form in English language available on IOM Serbia [website](#) and a motivation

letter, not more than one page, via email to [iombegvacancy@iom.int](mailto:iombegvacancy@iom.int) quoting this respective Vacancy notice number (SVN 2023/06) in the subject.

Only shortlisted candidates will be contacted.

**Position is subject to availability of funding**

**Posting period:** From 09.03.2023 to 19.03.2023

*Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances by the Canadian Immigration. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.*

**The incumbent is expected to demonstrate the following values and competencies:**

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies – behavioral indicators level 1**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.