



International Organization for Migration (IOM)  
The UN Migration Agency

## Vacancy Notice 2024-20

### Open to Internal and External Candidates

Position Title: **Cleaner (Part-Time)**  
Duty Station: Tirana, Albania  
Classification: General Service Staff, Grade 1  
Type of Appointment: One Year Fixed Term graded, 1 (one) year with possibility of extension.  
Estimated Start date: 01 September 2024  
Closing Date: 22 August 2024

*Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, is the leading inter-governmental organization in the field of migration and 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. IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).*

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Under the overall supervision of Head of Office (HoO) and the direct supervision of the Resource Management Officer (RMO) the successful candidate will be responsible for the following:

#### **Responsibilities and Accountabilities:**

1. 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.
2. Report to the direct supervisor any problems with the fittings in lavatories, kitchens, etc.
3. Move trash off the premises and place it in the designated garbage containers.
4. Ensure that all lavatory supplies (toilet paper, soaps, and hand towels) are available always and replenish when needed.
5. Wash cups and dishes as needed.

6. Monitor and replenish water drums of the water coolers as required.
7. Perform other related duties as may assigned.

***Required Qualifications and Experience:***

***Education:***

- School diploma and relevant experience in the cleaning services

***Experience:***

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage

***Skills:***

- Punctual, reliable and trustworthy.
- Able to manage time effectively.
- Awareness of health and safety procedures.
- Reading skills for following instructions.
- Maths skills for measuring cleaning fluids

***Languages:***

Fluency in Albanian is required, and good knowledge of English is desirable

***Required Competencies:***

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

***Values:***

All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintain 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

***Core Competencies – behavioural 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.

***Other:***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

A prerequisite for taking up the position is legal residency and work permit in Albania, as applicable.

***How to apply:***

Interested candidates are invited to submit the following (all in English language) indicating the **Vacancy Notice Number (2024-20)** with a subject line “**Cleaner**” to: [HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int) by **22 August 2024** midnight at the latest, referring to this advertisement.

- Questionnaire on Mandatory Requirements ([page 4-5](#) of this VN 2024/20)
- CV or Personal History Form (PHF) [download here](#)
- Cover Letter with the details of competences (including previous similar experience, if any)
- [Reference and additional information form](#) signed in each page including three professional referees and their contacts (both email and telephone) potentially previous supervisors, as well as confirming that you agree on our check for references to the referees and the requested additional information.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

***Posting period:*** 08 August 2024 to 22 August 2024

## Questionnaire on Mandatory Requirements for Local Recruitment in Tirana, Albania

VN 2024/20

Cleaner

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### Education

Do you have:

School diploma

yes  no

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### Experience

Do you have:

Relevant experience in the cleaning services

yes  no

Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting

yes  no

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### Other

Are you currently holding a valid residence and work permit for Albania?

yes  no

Please indicate the countries from which you hold passports:

Are currently or were previously any of your relatives employed by IOM?

yes  no

Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)? If the answer "yes", attach a separate sheet giving details of all arrests and fines other than minor traffic violations.

Specify charge, date, place where arrested, and disposition.

yes  no

Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer is "yes", please provide the details in an attached statement and provide information about any sanction or measure taken.

yes  no

State any disabilities which might limit the performance of your work.  
(Appointment is subject to compliance with medical requirements.)

When would you be available for employment upon being offered a position?

Immediately  15 days  1 month  2months

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**Date:**

**Name:**

**Signature:**