

## **CLEANER, BRITISH EMBASSY TIRANA**

The British Embassy in Tirana is part of a worldwide network representing British political, economic and consular interests overseas and is looking for a **Cleaner, part of Corporate Service Section, Grade S3**.

### **Main Duties and Responsibilities**

To ensure the Embassy is clean and presentable at all times. Cleaning of embassy offices and corridors, kitchens and toilets and internal and yard area.

Assisting in preparations of official meetings, preparing of refreshments, cover for Ambassador Residence cleaner, as needed and other ad hock duties.

### **Essential qualifications, skills and experience**

- Highly skilled in cleaning, emptying waste containers and eliminating debris from the premises to designated area; Competent at vacuuming rugs and carpeted areas;
- Thorough understanding of using different tools, like electrical and chemicals use in cleaning process;
- Able to use detergents and chemicals in a safe way and following H&S regulations; Comply with Health and Safety procedures when cleaning and using cleaning products;
- Dedicated and careful; high level of accuracy and attention to detail;
- Serving tea/coffee & refreshments for the Embassy visitors;
- Caring for Embassy plants;
- Able to follow job and safety instructions;
- Support Residence staff during official functions (breakfast, lunch, dinner, and receptions), as back up during annual leave and sick leave of staff there.
- Other duties as deemed operationally necessary by the line manager;
- Preferably a good level of English Language.

### **Required Experience & Skills**

Competence 1: Changing & improving  
Competence 2: Managing a Quality Service  
Competence 3: Delivering at Pace

### **Essential on arrival**

- Completed High school education
- Training certificate on Health and Safety standard and use of chemicals.
- Previous experience at least 5 years for the same job description.
- References from previous employers
- Willingness to work in difficult and demanding circumstance is essential

### **Desirable:**

- Committed in performing each task on time
- Providing the best service required
- Proven ability to record data of routine control on the standard form
- Precession and dedication to satisfactory results

- Independent use of English Language

**Terms & conditions:**

This is a full time permanent contract for 5 working days (36 hours net) per week.

Please note that staff members are responsible for paying any income tax required by local law.

The successful candidate will be subject to professional background check, security clearance and 3 months probation period.

Staff recruited locally by the British Embassy in Tirana are subject to terms and conditions of service according to local (Albanian) employment law.

**Monthly gross salary 56,924 ALL**

**To apply:**

All applicants should have the right to live and work in Albania. The British Embassy does not sponsor work permits. All applicants should submit their CV (English or Albanian) and 2 references in a close envelope and let it at the Guard House, front door of British Embassy.

The closing date for application is the **03/06/2022, 17:00 hrs.**

We will contact only the successful candidate for the interview. If you do not hear from us you should assume that your application has not been successful.