



(PNG UNIVERSITY OF NATURAL RESOURCES &amp; ENVIRONMENT)

**JOB DESCRIPTION**

		<b>POS. NO</b> <b>UNRE EX 008</b>
<b>DEPARTMENT</b> PNG University of Natural Resources & Environment	<b>DESIGNATION/CLASSIFICATION</b> House Warden – VC's Residence	
<b>OFFICE/AGENCY</b> Chancellory	<b>LOCAL DESIGNATION</b> Cleaner	
<b>DIVISION</b> <i>Planning</i>	<b>HIGHEST SUBORDINATE</b>	
<b>BRANCH</b> Administration	<b>IMMEDIATE SUPERVISOR</b> Grounds Supervisor	
<b>SECTION</b> <b>ESTATES &amp; SERVICES</b>	<b>LOCATION</b> ENB Campus	

**HISTORY OF POSITION (Obtain from council decision records or DPM instruction/correspondences)**

<b>UNRE FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
SCMC –VUDAL/95	12/12/1995	New establishment, newly created
SCMC – VUDAL/00	10/06/2000	RE-STRUCTURE/REORGANIZATION
<b>SCMC –UNRE/05</b>	<b>21/07/2005</b>	<b>RE-STRUCTURE/REORGANIZATION</b>

**1. PURPOSE**

This position will be responsible to provide cleaning services to the Vice Chancellor's residence.

**2. ACCOUNTABILITIES (for improvement, provide a given service on time)**

- Timely attendance to cleaning duties.
- Effective and efficient cleaning duties within the Vice Chancellors residence and surrounds.
- Ensure cleaning activities are done accurately on a timely basis.
- Efficient and reliable cleanliness of the Vice Chancellor's residence.
- Timely decision/advice from the Grounds Supervisor.

### **3. MAJOR DUTIES**

- Provide cleaning services especially in and around the VC's residence.
- Oversee the maintenance of building surrounds.
- Ensure the house and outside surroundings are cleaned regularly.
- Provide timely reports to the Grounds Supervisor on matters relating to the upkeep of the VC's residence.
- Maintain all cleaning agents and tools.
- Assist when required by the Vice Chancellor

### **4. POSITION AND PERSON SPECIFICATIONS**

#### **(a) QUALIFICATIONS**

- Grade 10/12 Certificate

#### **(b) KNOWLEDGE (Policies/legislations/system/process)**

- PS General Order
- UNRE Act
- UNRE Statute
- Has knowledge of Health & Safety

#### **(c) SKILLS /Qualities (Know how/ability)**

- Hard working and reliable
- Be smart, health conscious cleaner
- Attention to details in cleanliness.
- Have a good Public Relations
- Must be Honest
- Have good personalities.
- Be a self-starter and can stand pressure
- Can work on her/his own with less supervision.

#### **(d) WORK EXPERIENCE**

- 3 years work experience with a desirable cleaning background.