

وَي وُودُ وُرِمْسَامُمُ - VACANCY ANNOUNCEMENT

وَسَوَرُمُونَ وَ Office Cleaner

Job Title: Office Cleaner	2°0' 2°0' 6°
No· of positions:	שנים אל ה'ני (ה'יר) 10
Location: Male	2
Job Type: Part-Time	و کور کا کورمی: کرکوم
Duration: Initial fixed-term contract of <i>12</i> months with the possibility of extension	י ל ני
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Salary: MVR 2,444–3,056/- (Take home)	فرستان 3،056.00
Start Date: Immediate	و کے اور و میں ور و روز و ویے و ورم سر جار فرونسا: و دوس
Job posting date: 29 May 2023	הרפית לה הצקר:
Closing date: 07 June 2023 before 4pm	شومري:

1. Organizational Background

Transparency Maldives is a non-political organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption transparency and accountability. Our organization seeks to engage with stakeholders from all sectors (government business politics and civil society among others) to raise awareness of corruption's detrimental effects on development and society improve transparency and accountability in governance and eliminate corruption from the daily lives of people. Transparency Maldives received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

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2. Position Summary

Transparency Maldives is looking for part time companies or individuals willing to provide office cleaning services from Sunday to Thursday for the office premises.

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3. Key Roles and Responsibility

 Responsible for the cleaning of interior and exterior of two office floor spaces, dusts, mops and takes out the trash, making sure the office is well kept.

 Performs activities such as purchase of office cleaning supplies based on the given budget and maintaining office cleaning supplies.

Overall maintenance of the office.

Working hours are from 8 am to 10 am.

4. Application and selection procedures:

Please e-mail the following documents addressed to Executive Director to jobs@transparency.mv All documents must be emailed in pdf format.

5. Required Documents

• Completed job application form (Attached with this announcement)

Copy of valid wok permit card (for foreign nationals only)

Only short-listed candidates will be contacted for interviews.

Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, color or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.

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