CARE International is one of the world’s largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social injustice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

CARE International in Myanmar is implementing the Generating Rubber Opportunities (GRO) Myanmar project. The project follows a market development approach and is a mandated project of Swiss Agency for Development and Cooperation (SDC). GRO Completed phase I during 2015-2017 and is now commencing phase II (2018-2021). The overall goal of GRO phase II is to work towards a market system that is more resilient, competitive, environmentally sensitive and inclusive and where rubber businesses are able to use their land as a business asset. GRO intends to develop a more resilient, competitive, environmentally sensitive and inclusive rubber economy in southeast Myanmar through engaging with the public and private market actors, policy makers, international and national think tanks and other relevant stakeholders. The project also focuses on Women’s Economic Empowerment and environmental sustainability.

CARE International in Myanmar is looking for a suitable candidate for the following position:

**Cleaner (1) Position National**

Basic Salary + 13th Month Salary + 14th Month Salary + other Benefits

**Grade:** A

**Duty station:** Hpa-An, Kayin State

**Supervisor:** Administration & Logistics Officer

**Purpose of the Role**

This position is responsible and accountable to ensure the cleanliness of the CARE Myanmar office. A key part of this is having an office environment that is clean and free from pests and other hazards. This
role has the important responsibility to contribute to providing all CARE staff with a safe and healthy working environment.

MAIN RESPONSIBILITIES အဓိကလုပ်ငန်းရည်ရွယ်ချက်

- Maintain the cleanliness of the office including floors, kitchen facilities, restrooms and storage areas at all times;
- Check and clean kitchen and restrooms at least two times per day and more often as needed to ensure these facilities are always thoroughly clean, dishes washed and put away and properly supplied;
- Keep records of kitchen items like coffee, sugar, milk, tea etc., and request for new order in advance;
- Check stock of and ensure supplies of water, tea, coffee, and other cleaning supplies;
- Sweep offices and reception, clean, empty trash and properly disposed and keep maintained every day;
- Dust all furniture and equipment daily (except computer sets);
- Replenish towels, soap and toilet paper in restrooms on a daily basis;
• Assist with arranging refreshment in meetings and workshops as requested;
• Ensure laundry items are washed and stored for reuse. (Tea towels, hand towels, curtains, floor mats); and
• Inform supervisor on office maintenance and any theft issues.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
• To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
• Engage in emergency preparedness, assist in any emergency response as required;
• Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
• Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual harassment, Exploitation and Abuse; and
• Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:
• Successfully completed Middle School Education (Grade 9);
• Minimum 1 year security/guard experience, preferably with an Non-Government Organisation (NGO);
• Good communication skills in both Myanmar and basic knowledge of English is an advantage;
• Ability to work within clearly defined routines and plans; repetitive manual duties, with minimal supervision;
• No previous criminal record;
• Demonstrated ability to take direction and to work as part of a team;
• Good interpersonal skills including, open mindedness, willingness to learn, team spirit, good attitude and personality; and
• Demonstrated characteristics in honesty, reliability and trustworthiness.
To apply for this rewarding position please send an application letter, along with a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager and copies of testimonials to the address below not later than 11th February 2020. Only successful candidate will be contacted for interview.

CARE International in Myanmar
No. (6/519), Yangyiaung Street,
6 Ward, Hpa-an Township, Kayin State.
Email: MMR.Recruitment1@careint.org

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.

Note:
- Application will not be successful if applied position is not mentioned correctly.
- For internal candidates: Applicants should inform the respective line managers at the time of application.