



# **SOUTH ASIA CO-OPERATIVE ENVIRONMENT PROGRAMME**

Ref: DG/2022/14/18

03 June 2022

## **Vacancy Announcement: Post of Maid/Cleaner**

SACEP is an intergovernmental organization established with a view to ensuring a sound and sustainable management of the environmental resources. Applications are invited from the competent candidates for the post of Maid/Cleaner.

### **Criteria for appointment & Requirements**

- Proven working experience in relevant field
- Ability to work independently and remain motivated
- Helpful with customer service orientation
- Prioritisation and time management skills
- Professionalism along with speed and attention to detail
- Knowledge of English language
- Age above 23 and not above 50 years old on the date of application
- Education upto G.C.E. Ordinary Level would be an added qualification

### **Job description**

- The Maid/Cleaner will report to the Administrative Officer on all aspects of his/her activities and obtain approval on all matters.
- Tasks assigned by the Administrative Officer.

### **General Information**

- Salary and remuneration package on appointment.
- Employment will be on a yearly renewable contract basis at the discretion of the Director General of SACEP.
- The short-listed candidates will be calling for interview.
- The selected candidates will be on an initial probation for a period of 06 months, the Director General reserves the right to extend the period of probation or terminate the services.
- The authority preserves the right of cancellation of the advertisement at any time.

### **Application procedure**

Application containing all relevant information and references should be sent to reach the under mentioned by email or post on or before **13 June 2022**.

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