



## EMBASSY OF THE REPUBLIC OF KENYA WASHINGTON, D.C.

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KEW/18/HRM/CONF/12

31<sup>st</sup> August 2018

### **JOB VACANCY: JANITOR CUM MESSENGER**

The Embassy of the Republic of Kenya in Washington DC invites applications from suitably qualified persons for the position of a Janitor cum Messenger who will be employed on a two (2) year renewable contract.

#### **Duties and Responsibilities**

The qualified person shall:

- Be able to keep the Embassy buildings clean and in orderly condition
- Perform duties such as cleaning the Embassy premises , kitchen, vacuuming rugs and carpet , cleaning windows /blinds, gathering and removing trash and relining trash containers
- Cleans and sanitizes bathrooms ,and restores dispensers with soap and paper products
- Cleans additional rooms as requested(e.g after special event or meeting)
- Notifying management of need for repairs
- Removing snow or debris from sidewalk
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Ensure all warning and safety signs are observed and read labels on cleaning products
- Any other duties that may be assigned

#### **Qualifications**

- Employee must be able to communicate in English
- Ability to work well with other colleagues and clients and to follow instructions accurately
- Strong attention to detail
- Exhibit professionalism and be courteous at all times
- Must be dependable , self motivated , have a positive attitude and be able to work independently

Applications with relevant testimonials and contact details of two (2) referees should be submitted by email on or before fourteen (14) days from the above stipulated date to:-

The Deputy Chief of Mission  
Embassy of the Republic of Kenya  
**2249 R Street NW, Washington, DC 20008**  
**Email : [dcm@kenyaembassydc.org](mailto:dcm@kenyaembassydc.org)**

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