**OFFICE OF THE PRIME MINISTER**

**JOB DESCRIPTION: Messenger/Cleaner**

**CORPORATE INFORMATION**

1. Position Band: A
2. Wage Rate: $4.60/hour - $5.90/hour

\**Additional performance payments may be available for our highest performers, in accordance with the public Service Commission guidelines.*

1. Duty Station: Suva
2. Reporting Responsibilities:
3. **Reports To**: Senior Productivity Officer
4. **Liaises with**: All Staff within OPM and Ministries & Departments
5. **Subordinates**: None

**POSITION PURPOSE**

The position provides reliable messengerial and sanitary services to the Office of the Prime Minister.

**KEY RESPONSIBILITIES**

* + - 1. Collection and delivering of mails and other materials on a daily basis from the post office, government agencies and other institutions;
			2. Sorting, labelling and despatching of materials and outgoing mails;
			3. Ensuring that tea, water and refreshments are served and provided to the management and official meetings as and when required;
			4. Keeping clean the office area, kitchen, corridors, louvers, toilets, conference/training rooms, wipe computer, other office equipments and clear refuse bins at all times;
			5. Report on the stock status of toilet rolls, soaps, washing detergents and other cleaning items;
			6. Supporting office hospitability in the presence of visitors or guests;
			7. Arranging of Training, Workshop and Conference venues.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Carrying out cleaning and messengerial activities on a daily basis;
2. Providing fast, efficient and reliable service;
3. Clearing of inward and outward mails twice daily.

**PERSON SPECIFICATION**

A minimum of one (1) year previous practical cleaning experience and operation of various cleaning appliances in a busy office environment and the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

**Knowledge and Experience:**

1. Experience on support services functions; and
2. A basic understanding of Health & Safety (OHS)regulation.

**Skills and Abilities:**

1. High sense of responsibility, courtesy, tact and maintaining confidentiality at all times;
2. Ability to sort out and organise large quantities of materials for despatch;
3. Responds positively to critical feedback and ability work effectively in a team environment;
4. Must have good communication (oral and written), good physical outlook with a pleasant personality;
5. Ability to meet tight deadlines; and
6. Good organisational and time management skills.

**Personal Character and Political Neutrality**

Applicants for employment in the Office of the Prime Minister must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.