



JOB DESCRIPTION

The Authority is an Equal Opportunities Employer

<i>Position:</i> General Hand-Cleaner
<i>Reporting as necessary to:</i> Senior Manager (Corporate Services) or as delegated by the CEO
<i>Subordinates:</i> N/A
<i>Scope:</i> The post calls for a person who can perform as part of a team and in observance of professional ethics and adherence to management policies, ensures the timely workflow delivery in a fast-paced, high-profile work environment.
<i>Status:</i> Full time (40-hour week)
<i>Duration of Contract:</i> Indefinite - Probationary period: Six (6) months

Duties & Responsibilities:

The appointed employee shall be expected to maintain a high standard of hygiene throughout all levels of the premises (presently 9) and shall be expected to adhere to the **established cleaning schedule** which includes:

- Sweep indoors and outdoors.
- Clean and wash all floors, stairways, handrails, corridors, halls, parking areas, signage.
- Clean lift.
- Clean restrooms.
- Clean and wash counters, desks, cabinets.
- Clean all equipment, crockery and kitchen utensils, cupboards.
- Attend to refuse/waste for collection.
- Ensure minimum stock levels of cleaning materials used and that quantities requested match exigencies.
- Attend to any other related day to day requirements within the Office Building
- Fill in the appropriate log in connection with tasks carried out
- Participate in all training identified by management for the further development of one's work-related skills.

General - the appointee will be required to:

- Follow policy and management directives.
- Ensure best attitude, behaviour, language and appearance thus portraying the best image and reputation of the Authority.
- Participate as required in training online and in person.
- Make use of OHS ICT facilities.
- Report to line manager or any other delegate as appointed by the Authority, any anomalies with regard to the above.
- Work overtime when in the Authority's opinion, circumstances so necessitate.
- Respectfully take direction from Senior Management.
- Submit to a performance appraisal by the line manager.
- Execute any other duties as may be assigned by the Authority.



This job description may be changed from time to time to reflect the changing situation of the Authority, after consultation with the jobholder.

Qualifications, skills and experience required:

Qualifications:

- Applicants must be in the possession of a School Leaving Certificate MQF Level 1.
- Proficiency in the Maltese and English languages, both verbally and written (Level B1 of the Common European Framework of Reference for Languages), or equivalent.
- A valid *First Aid* Certificate.
- At least 3 years proven experience in general cleaning and caretaking of non-residential multi-level office premises.

Possession of the following certification would be considered as an asset:

- *Fire Warden* and/or *Fire Marshall* certification
- A valid driving license in respect of Category B (Manual & Automatic)

Skills:

The following skills and attributes are required:

- Good interpersonal skills
- Ability to plan, prioritise and organise work for self
- Ability to work under minimum supervision
- Trustworthy, flexible and adaptable
- A quick learner

Experience

The candidate must have at least 3 (three) years of proven **relevant work experience**, particularly in office environments and the caretaking of premises.

Other issues pertinent to this call:

Mode of application:

Candidates are to apply with a **handwritten letter of application**, a typed **Europass CV** and a recent **Police Conduct certificate** on recruitment.ohsa@ohsa.mt

Scanned copies of the qualifications/testimonials are to be included with the application and originals available for presentation at interview.

Appointment:

The successful applicant shall:

- be assigned work both within and outside of the Authority's premises currently situated in Pieta`
- be provided with personal protective equipment as required.

Conditions of Employment:

The entity's Collective Agreement (CA) shall regulate all matters, including other benefits as applicable, relating to conditions of employment.



Gross Annual Salary:

As per OHSa Collective Agreement (CA) 2022 - 2026, the entry point salary for this position in **2024** stands at **€12,665** per annum, rising by increments of €209. Any allowances to which the employee may be entitled, shall be paid according to the CA. The difference of the cost of living adjustment for 2024 will be added accordingly.

The CA also provides eligible applicants access to a Continued Professional Development fund.

A uniform will be issued in accordance to office attire required for the post.

Concurrent Issue of this vacancy:

If recourse to issue an Expression of Interest and/or Public Notice (following Jobsplus procedure as per ETS Act) is eventually taken, mention is made that available vacancies are filled on the basis of the internal call result and, when exhausted, through the Expression of Interest and/or through Jobsplus procedures, as applicable. Extract from Manual for Public Sector Entites: Delegation of Authority to effect Recruitment, Promotions and Industrial Relations – Section 3.6(ii)

The website address and email address of the receiving entity for this post:

ohsa.mt & recruitment.ohsa@ohsa.mt.