

## **CLEANER**

**Position title:** Cleaner

**Appointment process no:** 2021-C22-G1-Cleaner

**Term type:** Indeterminate

**Term details:** This is a locally engaged staff (LES) position, subject to the terms and conditions of employment for LES in Pakistan

**Department:** Civil Works

**Number of vacancies:** 1

**Classification:** LE-G1

**Salary:** PKR 437,241 Per annum

**Benefits:** medical / dental plan and pension, 37.5 working hours per week with the right to vacation, sick leave and maternity leave. Excellent opportunity for work-life balance.

**Location:** Islamabad, Pakistan

**Closing date:** 08- Aug-2021

### **Summary of duties**

The position is an operational level general services position. The cleaner's position normally reports to the Maintenance Technician or a Common Services Officer position. Performs a variety of cleaning and general maintenance duties indoor and outdoor.

### **Area of selection, eligibility and conditions of employment**

This vacancy is open to all external applicants residing in Pakistan and to all High Commission of Canada in Pakistan employees occupying an indeterminate or term position, including emergency employees. Before an offer of employment can be made, candidates must provide a local address as proof of residence in Pakistan.

Candidates must have a valid work authorization covering the entire employment period. If the employment is indeterminate, the work authorization must be permanent or itself lead to a permanent work authorization. The High Commission of Canada in Pakistan does not sponsor work authorizations directly or indirectly.

The Government of Canada is an equal opportunity employer and welcomes applications from diverse candidates from across the community. Candidates will be considered on merit regardless of ethnic origin, religious beliefs, gender, age, sexual orientation or disability.

Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture.

Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

## **Essential qualifications**

Candidates will initially be screened against the essential qualifications: education, language and experience. Candidates must clearly demonstrate in their cover letter and resumé how they meet each of these essential qualifications.

### **Education:**

- 8th standard from a government recognized school; or
- An acceptable combination of education, training and experience will also be considered.

### **Language:**

- Fluency in English

### **Experience:**

#### **At least 3 years of experience in:**

- Cleaning activities in five star hotels, Large Scale Restaurants / Shopping Malls / Organizations, private clubs, diplomatic mission, big hospitals, large Expat family or any major international organisation. Experience in lifting and moving heavy items.

Knowledge of related personal protective equipment and good practices related to cleaning and moving activities.

## **Rated requirements**

The rated requirements for knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written exam and an oral interview.

### **Abilities and competencies:**

- Knowledge of complete house keeping methods and procedures.
- Knowledge of sanitation methods and procedures.
- Demonstrating integrity and respect;
- Thinking things through;
- Working effectively with others;
- Showing initiative and being action-oriented.
- to follow instructions and health and safety protocol; and
- carry heavy equipment and material;
- stand for long periods of time;
- work occasional overtime, as required.

## **Operational requirements and conditions of employment**

- Required to adhere to Canada's Values and Ethics Code for the Public Sector
- Ability to work occasional overtime, as required
- Hours of work: 37.5 hours per week, hours to be determined with the manager

- Obtain and continue to maintain a reliability status (security clearance) from the Government of Canada, covering the entire employment period

### **Condition of Employment:**

1. The appointment of the successful candidate will be subject to attaining a Reliability Status (RS), by the Head Quarter in Ottawa. To conduct a RS, the candidate will have to submit the following documents upon being selected by the mission:
  - Police clearance certificate (Character Certificate);
  - Letter of recognition from your bank, stating your name, years of client service and your address;
  - Professional and educational certificates and mark sheets (i.e. academic transcripts);
  - Professional affiliations.
2. The selected candidate must be available to work overtime and travel as and when required.
3. Candidates must have a valid work authorization to work in Pakistan covering the entire employment period. If the employment is indeterminate, the work authorization should be permanent or lead to a permanent work authorization.
4. Before an offer of employment can be made, candidates must provide a local address as proof of residence in Pakistan so that if selected, it will appear on the offer letter.

### **How to Apply:**

- For this position, please follow this link (<https://www.wfca-tpce.com/vacancyView.php?requirementId=4575&>) to apply.
- Candidates must submit with their cover letter along with their resume clearly indicating how they meet the essential qualifications in this section with clear examples. Failure to do so will result in the rejection of the application.
- Candidates who are unable to submit their application due to technical difficulties must report these to: [CSDPDHHumanResources@international.gc.ca](mailto:CSDPDHHumanResources@international.gc.ca) prior to the closing date. Failure to do so will result in the application being rejected.

### **Important Notes:**

- Only applications submitted in one of the official languages of Canada will be accepted (English or French). Candidates are entitled to participate in the recruitment process in the official language of their choice and to indicate their preferred official language in their application.
- Communication for this process will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this vacancy should include an email address that accepts email from unknown users and regularly check their email, including spam folder.
- Reference check will be sought for candidates who would reach the interview stage.
- The High Commission of Canada to Pakistan does not reimburse any travel costs to and from interviews/exams, nor does it reimburse any relocation costs.
- Candidates requiring any special accommodation for exams or interviews are requested to inform us upon being invited to the exam/interview.

- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the High Commission of Canada to Pakistan which might arise in the 12 months following the completion of this recruitment process.
- Please contact [CSDPDHHumanResources@international.gc.ca](mailto:CSDPDHHumanResources@international.gc.ca) should you have questions pertaining to this recruitment process.