



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT. OF NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000332	REF. NO: NSO 166
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: CLEANER – LADIES SALARY GRADE 06	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: CLEANER - LADIES	
BRANCH: ADMIN SUPPORT SERVICES	REPORTING TO: REF. NO: MANAGER – PERSONNEL & ADMIN NSO 151	SYS. POS. NO: 0260000241
SECTION: CLEANING	LOCATION: WAIGANI, PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	14/12/2015	CREATED

2. PURPOSE

To provide cleaning services to the NSO.

3. DIMENSIONS

The position is responsible for the up keep of the office and the

4. PRINCIPLE ACCOUNTABILITIES

Efficiency and reliability of services.

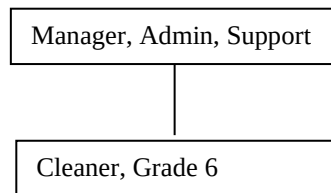
5. MAJOR DUTIES

1. Responsibility for cleaning duties for NSO.
2. Check to ensure that gents toilet areas are in clean condition for human use.
3. Provide cleaning services for other divisions as and when required.
4. Ensure that a healthy & cleanliness of the office environment is kept at all times.
5. Include sweeping, mopping, and buffing floors, vacuuming carpeted areas, dusting surfaces, scrubbing and disinfecting restrooms, and polishing woodwork.
6. Carry out other duties as directed, consistent to those above

6. NATURE AND SCOPE

The position is essentially a cleaning position and will carry out duties and responsible for the cleaning of the office.

The scope of the job is limited to the NSO building.



6.1 WORKING RELATIONSHIP

(a) **INTERNAL** - Required to report to the Manager – Management Services and other managers as required

(b) **EXTERNAL** As and when required.

6.2 WORK ENVIRONMENT

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures**
The Public General Orders
- **Decision**
Manager, Administrative Support Services
- **Recommendations**
Cleanliness and hygiene

8. CHALLENGES

Providing the cleaning service with essentials and tools

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

- (a) **QUALIFICATION:** Grade 10
- (b) **KNOWLEDGE:** Ability to Communicate
Carry out and follow Procedures
Health & Hygiene
- (c) **SKILLS:** Health and Hygiene
- (d) **WORK EXPERIENCE:** More than three years