

JUDICIAL SERVICE ADMINISTRATION

JOB DESCRIPTION

POSITION DATA

Title: Cleaner	Organisation: Supreme Court
Employee:	Classification Level's: GS 3.1 <u>VT 1, 001,300</u>
Reports to: Chief Registrar	
	Type of Appointment: Permanent

Position Summary

The cleaner to the Judiciary services responsibility is to ensure that all working environment of Judiciaries offices are always clean and beautified, and also it's the cleaner's responsibility to oversees all management on cleaning utensils for all courts

Key Performance Areas (KPA)

Key Performance Indicator(KPI)

1	House Keeping	1	- Office spaces are neat and tidy ready for next day

Key Tasks :-

- sweep and do cleaning of office Spaces at the Supreme court, Magistrate court and Efate island court
- assist in preparation of refreshments and tea break when required
- clean all court chambers every day
- keep the kitchen and other kitchen utensils always clean and hygiene
- Manage cleaning material
- To assist in courts archive by cleaning and sorting out files if needed.
- Any duties Directed By the Chief Justice, Chief Registrar,

Additional task

- Oversees Refreshments for Court of Appeal Judges

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

- The Cleaner to Judicial Services must have a formal qualification and appropriate Education, and also a Public relation or related discipline to perform the duties of the position.

PROFESSIONAL, TECHNICAL CAPABILITIES AND COMPETENCY

To undertake this Position as the Cleaner to Judicial Services, you need to meet the following requirement:-

1. Good Cleaning Skills
2. Basic Time Management Skills
3. Must be a responsible person
4. Must Understand French, English and Bislama
5. Good interpersonal and Public Relation skills
6. Must be able to work in a team and Meet deadlines
7. Honest , reliable, trustworthy and of good behaviour

WORKING ENVIROMENT

As an employee of the Judicial Services Commission you will be required to

- actively participate in the Judiciary services performance approval program
- comply with and contribute to meeting workplace and policy requirements
- maintain the ethical and behavioural standards outlined.

You may be required to:

- Work outside of the normal hours of work
- Be assigned to another position at the same remuneration level if required

Flexible working arrangements may be available depending on Judiciary services needs

SPECIAL CONDITIONS

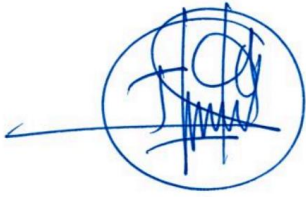
The following special conditions apply to this Position

- Appointment is under the Judicial Services and Courts Act of 2000,
- Terms and conditions of employment are governed by the Judicial Services and Courts Act 2000 and statutory orders
- May be directed to work in any islands of Vanuatu

JOB AND PERSON PROFILE APPROVAL

Acknowledged By Employee

..... Date:
Cleaner



Approved By the Chief Registrar

Mr. JOEL SHEMI..... Date: 9 March 2020

Prepared By HRO

_____..... Date: