



## **OFFICE ASSISTANT (Janitor)**

Full-Time Position; Head Office – Monrovia/HQ, Nimba (Sanniquellie) Liberia

### **EDUCATION DEVELOPMENT CENTER (EDC)**

EDC is one of the world's leading nonprofit research and development firms. EDC designs, implements, and evaluates programs to improve education, health, and economic opportunity worldwide. Collaborating with both public and private partners, we strive for a world where all people are empowered to live healthy, productive lives.

**EDC is committed to diversity in the workplace.**

### **USAID ACCELERATED QUALITY EDUCATION FOR LIBERIAN CHILDREN**

USAID Accelerated Quality Education (AQE) for Liberian Children is a USAID-funded four-year project to provide AQE will seek to increase access to basic education for approximately 48,000 out of school children and adolescents, ages 8-15 and will be implemented in Bong, Grand Bassa, Lofa, Margibi, Montserrado, and Nimba.

### **ESSENTIAL FUNCTIONS**

The Office Assistant (Janitor) will provide support to the effective functioning of the office.

Essential functions include, but are not limited to the following:

- Maintain office ensuring that each room is in order such as preparing the conference room for meetings and ensuring furniture and materials are in place
- Conduct daily cleaning of inside office space including sweeping and mopping of floors, dusting of furniture, kitchen and bathroom upkeep
- Maintain office exterior, parking areas and garden and report any matters that require maintenance or repair
- Maintain the office store room and record stock cards for all stationery
- Conduct basic administrative tasks as assigned
- Responsible for fueling and general cleaning of the generator and notifying the supervisor of any problems or maintenance issues
- Prepare and maintain generator fuel log to track fuel usage patterns to ensure fuel purchases and consumption are consistent and report any unusual patterns
- Assist with office events and activities as required

### **QUALIFICATIONS**

- Basic education, with high school completion preferred
- Ability to interact politely, respectfully
- Meticulous organizational skills; ability to work independently with self-initiative

- Willingness to learn new skills on the job
- Ability to plan and organize
- Ability to work well with a team

#### **ADDITIONAL INFORMATION**

This position reports in the Field Office to the Admin and Finance Officer, and in HQ to the Logistics and Procurement Officer.

**To apply, please email your CV to [liberiajobs@edc.org](mailto:liberiajobs@edc.org)**

Only candidates who are invited for an interview will be contacted. No phone calls, please.

**VACANCY CLOSING DATE: 18<sup>th</sup> January 2019 @5:00 pm**

**EDC is committed to diversity in the workplace. EDC offers a supportive work environment, competitive salary, and an excellent benefits package.**