



## Food and Agriculture Organization of the United Nations

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### Vacancy Announcement

Published On: 16 July 2014

Deadline for Application: 31 July 2014

The FAO Representation in Bangladesh is inviting applications from qualified candidates to the following vacant position for its project "Institutionalization of Food Safety in Bangladesh for Safer Food (GCP/BGD/054/USA)" to be filled as soon as possible:

#### Position: Office Assistant

Under close supervision of the National Team Leader and the technical supervisor of the project and in close collaboration with staff, the incumbent will undertake the following activities:

- Perform the cleaning services at the project area, consisting entrance, office room with toilet, stairway, kitchen, pantry, store room and furniture and other project related space.
- Cleaning the office inside and outside, the organization will supply all the cleaning materials and equipments.
- Office's floors sweeping and swabbing/scrubbing using detergent and carpet should be cleaned using vacuum cleaner;
- Stairs and corridor floors sweeping and swabbing/scrubbing using detergent/brush;
- Office furniture, equipment doors, windows (inside and outside) wiping;
- Floor, commode and basin washing/sweeping/swabbing/scrubbing using detergent;
- Inside of office wall cleaning;
- Garden and drain cleaning if necessary.
- Perform office bearer's job besides cleaning the premises; such as make and serve tea/coffee to the office guests;
- They will responsible for doing other jobs such as photocopying, moving furniture and doing small household tasks;
- Carry and distribute/post the official correspondence if necessary.

#### Required Competencies:

Experience in Cleaning and Hygiene practice.

Duty Station: Dhaka

Duration: 11 months ( extendable)

#### Application Guidelines:

All applicants will send their Personal History Form (PHF) to the following address: [FAOBD-Vacancies@fao.org](mailto:FAOBD-Vacancies@fao.org) only by close of business on **31 July 2014**.

Applications from qualified women are encouraged to apply.

Subject must refer "Application for the position of **Office Assistant**"

Application not submitted through the filled PHF will be discarded. Please do not submit any certificates/documents with your application.

Candidates not possessing the essential qualifications should not apply as their application will not be considered.

Any persuasion will disqualify the candidate; only short listed candidates will be invited for the interview.