

Date : 27 June 2021



Vacancy Announcement for Contractual Cleaner-Cum-Gardener

UCEP Bangladesh, Dhaka South Region is seeking **Contractual Cleaner-Cum-Gardener for it's different entities'** of UCEP Dhaka South Region, 2/49, Medical Road, Saddam Market, Matuail, Kadamtoli, Dhaka-1362.

Job Responsibilities:

- Minimum educational qualification class VIII passed.
- Clean office/School premises areas, guest rooms, rooftop area, washrooms, Stairs, Floor, toilets on a regular basis.
- Sweep office premises on a regular basis.
- Maintain a checklist on cleaning.
- Maintain hygiene and health environment.
- Oversee stock of cleaning materials and raise requisition to competent authority when required.
- Maintain daily cleaning reports and submit to authority.
- Maintain proper use of cleaning materials to avoid wastage.
- Maintain proper wastes management.
- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.

Additional Requirements:

- Knowledge of healthy environment and hygiene.
- Knowledge on cleanliness & Gardening works
- Self-motivated, adaptable, team player and passion for social development works.
- Ability and willingness to travel.
- Age limit for the applicant would be 30 years. Management has the right to make exceptions based on qualifications.

Monthly Salary: As per UCEP Policy.

Interested candidates are requested to submit **an updated CV with 02 recent Passport size color photographs and all attested academic and experience certificates** to at UCEP Dhaka South Region, 2/49, Medical Road, Saddam Market, Matuail, Kadamtoli, Dhaka-1362 or to humayun.kabir2@ucepbd.org **on or before 5 July 2021 at 02:00 pm.**

Only shortlisted candidates would be contacted for selection processes. The person who has applied earlier need not to apply again.

Please note that no TA/DA will be admissible for the interview.

(Female candidates are encouraged)

Md. Humayun Kabir

Regional Manager

UCEP Dhaka South Region

“The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Any attempt to influence the selection process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds including Persons with Disabilities (PWDs) are especially encouraged to apply. The compulsory age of retirement is 60 years.”