



GHANA ACADEMY OF ARTS AND SCIENCES

Ghana's premier learned society

VACANCY FOR CLEANER/GROUNDSKEEPER/MESSENGER

Job Description:

The Cleaner/Groundskeeper/Messenger will be responsible for keeping the GAAS Secretariat clean and the offices, conference rooms and compound in orderly condition

Qualifications and Skills Required

1. A minimum of BECE
2. Must have at least two years of relevant experience
3. Ability to work under pressure
4. Good communication skills
5. High integrity and good ethical standards
6. Knowledge in health and safety standards
7. Good manners and comportment

Key Responsibilities and Tasks:

- Clean office premises, kitchenettes, toilet areas and replenish toiletries
- Empty and clean bins.
- Spot cleaning of spillages.
- Clean desks, seats and skirting boards.
- Perform menial/manual duties
- Keep the office environment clean
- Perform horticultural duties, landscaping and maintaining the grounds.
- Collaborate with Security Officer to keep the office premises secured
- Perform clerical tasks, such as sorting, sending mail and running related errands
- Keep an inventory of cleaning supplies and orders new materials as needed
- Establish cordial relationships with personnel in all departments
- Perform any other duty assigned by the Executive Secretary

ALL APPLICATIONS SHOULD BE ADDRESSED AND EMAILED TO THE

HONORARY SECRETARY:

vacancies@gaas-gh.org

NB: ONLY SHORTLISTED APPLICANTS SHALL BE CONTACTED

CLOSING DATE: 17 SEPTEMBER, 2021