

**List of Duties and Qualifications for the Post of
Head, Cleaning Unit**

- Organisation:** Tourism Authority
- Post:** Head, Cleaning Unit (On Contract)
- Proposed Salary:** Negotiable
- Qualifications:** A. By Selection from among candidates possessing:
- (i) At least a Cambridge School Certificate; and
 - (ii) More than 5 years' experience at Supervisory Level in the field of cleaning activities
- B. Candidate should :
- (i) possess organisational and leadership skills;
 - (ii) possess good communication and interpersonal skills;
 - (iii) possess strong analytical and problem-solving skills;
 - (iv) be able to work in a team;

Roles and Responsibilities: To be responsible for the proper management of the Cleaning Unit.

Duties:

1. To be responsible to the Director for the overall administration including the proper management and control of the Cleaning Unit.
2. To provide general administrative assistance and support to the Director regarding matters pertaining to cleaning activities.
3. Plan, organise and coordinate the works of the Cleaning Unit
4. Assign duties and supervise the employees in the Cleaning Unit.
5. To monitor attendance of employees and ensure discipline on work site.
6. To ensure works are carried out according to specifications, requirements and on a timely manner.
7. To ensure proper recording of ;
 - (a) Works planned, in progress and completed;
 - (b) Materials received and utilised; for payment purposes.
 - (c) Machines, equipment, tools and items acquired; and
 - (d) Employees on each site of works.
8. To supervise materials ordered and utilized and ensure that claims are certified for payment purposes.



9. To report on the status of the work performed.
10. To attend meeting/Seminars/Conference held by stakeholders/other Government institutions in relation to the Cleaning Unit.
11. To use ICT in the performance of his/her duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Head, Cleaning Unit in the roles ascribed to him/her

Note: The Head, Cleaning Unit will be required to work outside normal working hours including Saturdays and Sundays and Public Holidays

