

## **Terms of Reference**

### **CLEANER**

#### **Background:**

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international standards for democratic elections and national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at [www.osce.org/odihr](http://www.osce.org/odihr).

Under the supervision of the Operations Expert of the mission, the Cleaner is responsible for ensuring that the mission office is clean and tidy. S/he reports directly to the Operations Expert.

#### **Main Tasks and Responsibilities:**

- Performs cleaning functions as required, including washing, sweeping, dusting, vacuum cleaning and polishing;
- Cleans surface including floors, furniture, walls, doors, windows, etc;
- Empties and cleans waste paper baskets;
- Keeps office rooms, kitchens and toilets clean and hygienic;
- Maintains and cleans all cleaning equipment utilized; and
- Performs other duties as required.

#### **Requirements:**

- Completed primary education;
- One year of relevant working experience;
- Punctuality, diligence and discretion; and
- Good knowledge of local language(s) is essential.