

## TERMS OF REFERENCE

### House Keeping Assistant

**Location:** Peshawar

**Vacancy Code:** HA-PSH-005

### 1. ORGANISATIONAL CONTEXT

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**Group Development Pakistan** is a Pakistani Non- Governmental Organization working in promoting child rights in Pakistan with the specific focus on Child protection since 2012.

### 2. Role Summary

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The House Keeping Assistant will be responsible to support GDP's Peshawar office team in day to day tasks such as cleaning of the office, making tea, buying grocery items from the market and other clerical and janitorial tasks.

### 3. RESPONSIBILITIES

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- Responsible for floor care, performing various surface tasks, including vacuuming, mopping, sweeping, and spot-cleaning carpets of all office areas and non-production employee lounge
- Responsible for the maintenance of tables, chairs, and counters, carrying out tasks such as dusting, spraying, and cleaning
- Responsible for removing trash in office areas
- Responsible for cleaning and sanitizing of office daily
- Responsible for cleaning of windows
- Perform dusting, disinfecting, and polishing of surfaces and furniture as needed
- May be required to shop for cleaning supplies as needed
- May be required to stock Kitchen if required.
- Greeting Visitors
- Assist in serving beverages and lunch
- Photocopying, filing
- Assist with procurement tasks
- Responsible for reporting repairs and replacements encountered when executing daily tasks

### 4. Qualification and Experience

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- Matric with 1-2 relevant experience in office and development sector
- Ability to speak in Urdu and Pashto.
- Understanding of English is desirable

Interested candidates are requested to send CV and application at [hr@gdpakistan.org](mailto:hr@gdpakistan.org) not later than 10<sup>th</sup> May 2020 and clearly mentioned vacancy code and Skype ID in their CV. Women, gender-variant persons, minorities, differently abled persons who fit the criteria are encouraged to apply