

Office Cleaner for DCA South Sudan Country Office

DanChurchAid (DCA) is an International Non-Governmental Organisation with headquarters in Copenhagen, Denmark. The organisation was founded in 1922, and have country offices in 19 countries across Africa, the Middle East, Ukraine, and Asia.

DCA has been operating in South Sudan since 2007, focusing on three Global Goals: Save Lives, Build Resilient Communities, and Fight Extreme Inequalities. Our efforts span Upper Nile, Jonglei, GPAA, Central Equatoria, and Eastern Equatoria States, primarily in collaboration with national partners.

The Office Cleaner will maintain hygienic and orderly office environments by performing tasks like dusting, vacuuming, mopping, and disinfecting, ensuring safety standards are met, include waste removal, replenishing supplies, and deep cleaning, requiring attention to detail, physical stamina, and reliability.

H/she will work under the HR and Administration unit under the direct Supervision of the Senior HR/Admin Officer. S/he is responsible for ensuring that the offices, kitchen, toilets, bathroom and compound cleanse always. Ensure that monthly cleaning/laundry materials/items, kitchen items are fully available for usage. Report to the supervisor any maintenance issues identified while cleaning within the office/staff house in the staff/office compound.

The Role:

The duties include, but are not limited to the following:

- **Cleaning Operations:** Perform routine cleaning tasks such as sweeping, mopping, vacuuming, dusting, empty and cleaning ash tray in the offices and trash near printers.
- **Sanitization:** Deep clean and disinfect bathrooms, kitchens, and high-touch surfaces to ensure health and sanitation standards.
- **Maintenance:** Empty trash, clean windows/mirrors, polish fixtures and provide better cleaning and neatness to DCA Country office.
- **Supplies Management:** Monitor and restock cleaning supplies, toiletries, and paper products, toilets and office required items/supplies (soap, spray, towel, etc.) are stocked and well organized.
- **Reporting & Safety:** Adhere strictly to health and safety regulations, handle cleaning chemicals properly, and report maintenance issues or damage to management.
- **Equipment Care:** Safely operate and maintain cleaning equipment (e.g., vacuums, buffers, refrigerators, microwaves, etc.).
- **Reporting:** Daily reporting of any broken items, promptly to the Supervisor.

Required Qualifications & Skills

To excel in this role, the ideal candidate should have:

- **Physical Ability:** Capacity to stand for long periods and bend or stretch frequently.
- **Attention to Detail:** High standard of cleanliness and thoroughness in tasks.
- **Time Management:** Ability to follow schedules, prioritize tasks, and work efficiently.
- **Reliability:** Punctual and able to work independently or in a team.
- **Extensive Experience:** Previous cleaning experience is often preferred, though not always required with at least 3 years working with INGO or cleaning company.
- **PSEA and Accountability Expertise:** Deep understanding of Protection from Sexual Exploitation and Abuse (PSEA), accountability, and complaints mechanisms, with the ability to train others and develop relevant tools and processes.
- **Relevant Education:** A high secondary school or equivalent.
- **Language Proficiency:** Excellent written and spoken English skills.
- **Teamwork and Communication:** Strong team player with exceptional communication skills.

What we can offer you:

The successful applicant will be offered up to **One (1) year with the possibility of further extension** dependent on both funding and performance.

Expected starting date: 23.02.2026 or at earliest possible date after this.

Working hours: 40 hours per week.

Interested candidate should apply through: or

Deadline for applications as described above are the 13th of February 2026.

For further information regarding DCA, please visit our website at: <https://www.danchurchaid.org/>

Only applications following the abovementioned procedures will be considered and only shortlisted candidates will be contacted.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts background check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.