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**Institutional Worker**

The incumbent will report to the Supervisor Institutional Worker.

**PATTERSON : GRADE A1**

**MINIMUM : N$ 159,446. 00 (Total Employment Cost)**

**MAXIMUM : N$ 207, 279. 00 (Total Employment Cost)**

**PRIMARY PURPOSE**

To clean the entire NIPAM premises.

**KEY PERFORMANCE AREAS**

1. **Cleaning**

* Effective stock keeping of cleaning equipment, ensure that soap, hand wipes and toilet papers are refilled.
* Routine inspection of the building.

1. **Setting up of training venues**

* Prioritize daily activities and set up venues according to the requested seating required.

1. **Maintain conducive clean environment of the whole building**

* Ensuring that cleanliness of venues upon arrival, before and after breaks

1. **Plants maintenance**

* Watering and pruning of inside plants

1. **Personal effectiveness and competency development**

* With guidance from supervisor compiles and implement own Performance agreement according to set guidelines.
* Takes proactive action in respect of recording and providing evidence in support of regular performance reviews undertaken with the supervisor.
* Within set timeframes completes own annual personal development plan for review by supervisor.
* Attends approved developmental programmes and ensures learning takes place in order to close any identified skills gaps within agreed time frames.

**EXPERIENCE AND QUALIFICATIONS**

**Minimum Qualifications and Experience**

* Grade 10 Certificate.
* 1 year cleaning and good communication skill

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) (Act No. 29 of 1998).

Applications should include an Application Letter, Curriculum Vitae, Certified copies of qualifications and Identification document or passport.

The closing date for applications is **19 April 2024 at 16:00 PM**.   Applications should be emailed to [recruitment@nipam.na](mailto:recruitment@nipam.na)