

**Solomon Islands National Provident Fund (SINPF) Board.**

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The Solomon Islands National Provident Fund (SINPF) was established by the SINPF Act 1973. SINPF is a compulsory saving scheme making it the only National Superfund in Solomon Islands.

Form Code: **SINPF/HR-RS Form 2**

Form Name: **Job Description**

Part 1: Position Detail		Part 2: Position Location	
Position Title:	Service Staff (GM's Residence)	Department:	Human Resource Corporate Service
Position level:	L 1.01	Section:	Corporate Service
Employee Position No.	00805	Workstation/ Location:	GM's Residence
Position Status:	Full Time	Province:	Honiara
Role Purpose. This role is to play the key purpose of managing and sustaining the upkeep of the General Manager's (GM) residence and compound.			

Part 3: Reporting Responsibility	
Reports to; 1. General Manager; Manager Human Resource & Corporate Service	Directly Reports to; 1. Assistant Manager Human Resource & Corporate Service & Senior Corporate Service Officer
Key Stakeholders	
Internal/External stakeholders?	

Part 4: Position Detailed Requirements**4.1 – The Key Duties and Responsibilities**

The key duties and responsibilities of this position will require undertaking a high quality cleaning service within and surrounding the GM's Residence that includes the following tasks;

1. GM's Home Office, Living Room and Corridors
 - Dust/polish all surfaces including equipment
 - Sweep and mop all floors
2. Kitchen, Toilets and Laundry
 - Do washing and drying of dishes
 - Wipe all surfaces
 - Sweep and mop the floors
 - Clean sinks, taps and basins
 - Clean each toilet
3. Stairs and Rails
 - Brush and mop external stairs
4. Cleaning stock Maintenance
 - Notify the Corporate Service Section when cleaning stock materials are running low in supply
 - Empty all waste bins and dispose rubbish in the provided waste drums
5. Laundry Service
 - To do laundry service including washing, drying and ironing of clothes/linen

6. Other Duties

- Perform other duties as assigned by the GM or Madam GM

4.2 – The Key Result Areas and Key Performance Indicators *[Insert the expected Key Focus Areas [(KRA), (KPIs)] in the schedule below]*

Main Duties and Responsibilities			Rating	
#	Key Result Areas	Key Performance Indicators	Weight of KPI	Target (% , No. of Days, Date. etc.)
		To be provided on commencement of duty		

4.3: Required Qualifications To Be Successful

Key Qualification(s)	Other Required Qualification
Certificate in House Keeping	3-5 Years work experience in cleaning services using chemicals and machines/equipment.

4.4 Expected Capabilities and Attributes

The required expected capabilities and attributes to be possessed by the incumbent to this position includes but not limited to the following;

- Displays commitment and loyalty to SINPF ethics and code of conduct.
- Ensure quality customer service with descent appearance in promoting the Board's image
- Demonstrate reliability and attentive to duty.
- Equipped with skills to operate and manage cleaning machines/equipment
- Ability to work Diligently and uphold supervisors directions with positive attitude

4.5 – Expected Standards for Selection

To be considered for this position the following are the expected standards required:

(Insert the Expected Standards which will guide the selection)

- Demonstrate reliability to work in both external and internal environment.
- Excellent communication skills
- Ability to create initiatives for the upkeep of the GM's residence
- Equip with experience in using cleaning materials
- Able to improve the outlook of the GM's residence both internally and externally
- Descent and ethical

Part 5: Remuneration Package

Annual Salary: As per SINPF Salary Level 1.01	Housing Allowance: 31% of the Basic Salary
Fortnightly Salary: As per SINPF Salary Level 1.01	Staff Medical Welfare: As Per SINPF Staff Medical Welfare Policy
Annual Leave Entitlement: 20 Working Days	Transport Allowance: As Per SINPF Transport Policy

Part 6: For Official Use

Having fulfilled the objectives verifying the accuracy of this Job Description as expected to meet the SINPF Board goals and objectives I hereby endorse this Job Description.

Other Remarks

Signature: GM/CEO SINPF Board	Date:

