



POHNPEI STATE GOVERNMENT OFFICE OF THE PUBLIC AUDITOR

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VACANCY ANNOUCEMENT

Position and Salary:

Janitor **PL-1-/4** **\$277.20+COLA Bi-weekly**

Location: **Pohnpei Office of the Public Auditor**
 Pohnpei State Government

Duties and Responsibilities: The Janitor is responsible for maintaining the cleanliness and safety of the facilities, ensuring a welcoming environment for employees, visitors, and clients. This role requires attention to detail, a strong work ethic, and the ability to work independently or as part of a team.

Key Responsibilities:

- Clean and maintain assigned areas, including offices, restrooms, hallways, lobbies, and common areas.
- Sweep, mop, vacuum, and dust surfaces regularly.
- Empty trash bins and dispose of waste properly.
- Clean and sanitize restrooms, replenish supplies as needed (toilet paper, soap, etc.).
- Report any maintenance issues or damages to management (e.g., plumbing problems, broken fixtures).
- Ensure the safety and functionality of cleaning equipment.
- Set up and clean meeting rooms or event spaces as needed.
- Perform periodic deep-cleaning tasks (e.g., carpets, high dusting, and deep sanitation).
- Follow all safety procedures and guidelines while performing duties.
- Assist maintenance with light outside work
- Perform other duties as assigned

Qualifications:

- High school diploma or equivalent preferred.
- Previous janitorial or cleaning experience preferred but not required.
- Ability to work independently and follow instructions.
- Strong attention to detail and commitment to quality.
- Must be reliable and punctual.

How to Apply

Application form may be secured from the Office of the Public Auditor, Kolonia, Pohnpei State. Completed applications must be returned to the Office of the Public Auditor in Kolonia no later than the closing date.