

Job Description
Cleaner – Raqqa

Job Title:	Cleaner
Reports to:	Liaison and Administration Officer
Direct reports:	-
Liaises with:	Staff
Job Location:	Damascus
Contract Details:	Fixed Term Contract
Job Purpose:	Concern Worldwide is a non-governmental, international, humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Concern's response to the Syria crisis started in April 2013. The purpose of this position is to maintain the cleanliness of Concern facilities in Damascus according to the instructions of the line manager.
Main duties & Responsibilities:	● Clean, stock and supply designated facility areas (dusting, sweeping, mopping, cleaning ceiling vents, restroom cleaning etc) ● Ensure offices, meeting rooms, corridors, kitchens, stores, and common areas are kept clean, organized, and hygienic at all times. ● Empty waste bins regularly and dispose of waste in accordance with organizational waste management procedures. ● Clean and sanitize high-touch surfaces such as door handles, switches, desks, telephones, and office equipment. ● Replenish hygiene and cleaning supplies, including soap, tissue paper, hand sanitizers, and other consumables. ● Ensure all Concern equipment and cleaning tools remain in good condition and are used appropriately. ● Assist in preparing meeting rooms before and after meetings, workshops, and training sessions. ● Ensure kitchen and dining areas are maintained in a clean and sanitary condition. ● Follow all health, safety, security, and environmental regulations and organizational policies. ● Use cleaning chemicals and equipment safely and according to instructions. ● Assist with cleaning and preparing guest accommodations, where applicable. ● Maintain confidentiality and professionalism while working in office premises. ● Perform any other duties assigned by the Line Manager consistent with the nature of the position.
Emergency response	Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies occur, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.
Person specification:	● Middle preparatory school certificate is preferring ● Previous experience in a similar role ● Attention to detail ● Good communication skills ● High personal integrity

Concern has a Staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this context staff have a responsibility to the organization to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with core values and mission. Any candidate offered a job with will be expected to sign the Programme Participant Protection Policy and the Staff Code of Conduct as an appendix to their contract of employment. By signing the Programme Participant Protection Policy and the Staff Code of Conduct candidates acknowledge that they have understood the contents of both the Staff Code of Conduct and the Programme Participant Protection Policy and agree to conduct themselves in accordance with the provisions of these two documents.

Line Manager's name	Signature
	Date
Employee's name	Signature
	Date

To apply for this vacancy, please fill out the form via the following link before the end of Wednesday 9 September 2026.

للتقدم لهذه الوظيفة الشاغرة، يرجى ملء النموذج عبر الرابط التالي قبل نهاية يوم الأربعاء 9 أيلول 2026

<https://forms.gle/Vihirm7NCU3YV1fg9>