



### *Vacancy Announcement*

#### ***Job Description:***

**Company:** International Medical Corps.

**Job Title:** Cleaner.

**Contract type:** Full Time.

**Duty Station:** Aleppo.

**Number of Vacancies:** 1.

**Application Closing Date:** February 17, 2026, 4:00PM.

#### ***JOB SUMMARY:***

The Cleaner ensures that Office and residential facilities are clean and in proper working order (e.g. washrooms are cleaned and stocked, garbage is collected). Frequently cleans and disinfects commonly touched surfaces. Maintaining good hygiene on site.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

#### ***MAIN TASKS AND RESPONSABILITIES:***

- Daily wiping and cleaning of furniture & fixtures, equipment.
- Daily dusting and moping the floors.
- Collecting Kitchenware from offices & meeting rooms and washing dishes (daily and continuous checkup)
- Toilets cleaning and disinfecting (Daily and continuous checkup)
- Ensuring that toilets are equipped with toilet paper, soap, hand towels (daily and continuous checkup)
- Housekeeping all Guesthouse rooms and premises
- Cleaning window and doors
- Inform office manager when short of office and guesthouse supplies.
- On daily basis, clean site entry area, public areas, meeting rooms, clinics, reception area and halls.
- At least Five times a day to clean toilets including toilet bowls, washing basins, mirror, walls, and floor; keep available toilet paper, lotion and soap and so on.
- Clean and wipe building entrance glass doors and frames.
- Frequently clean all desks and chairs
- Provide tea/Mineral water service to visitors if required.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

#### ***Required Qualification, Skills, and Experience:***

- Typically, 1 year of relevant experience in providing package cleaning Services.
- Possess sound physical, stamina and health to perform duties assigned.
- Be able to have good hygiene practice.
- Previous experience with the International Medical Corps is a plus.
- Excellent Interpersonal and communication skills
- Ability to prioritize work and multi-task in a fast-paced environment with shifting priorities.
- Ability to meet schedules and deadlines of the work area.

➤ Fluency in written and spoken language as required.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com).

Please do not submit your CV or application to this website; it will not be considered for review.

- WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

- This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

❖ **Code of Conduct:**

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of International Medical Corps's and donor compliance and ethics standards and adheres to those standards. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

❖ **Safeguarding:**

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons.

❖ **About us**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

➤ **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

<https://enketo.ona.io/x/Xp68MpJQ>

Alternatively, scan the following QR code by your mobile camera:

