



Vijana Corps (Vijana) is a dynamic, national youth-focused nonprofit organization that extends tools, platforms and safe spaces to empower the last-mile youth to be seen and heard in their struggles for social justice and equitable development in Uganda. Working through regional youth hubs established across the country, Vijana deploys social innovations, digital media, and technology as tools to advance youth participation in creative organizing, economic empowerment, and participatory leadership.

**We're
hiring**



Janitor

Duty station: Mukono Youth Hub

Reports to: Finance & Admin Assistant

We are looking for a self-motivated individual to support Vijana's strategic goal at the Mukono Youth Hub in a Janitorial position. The Janitor is in-charge of the general hygiene of the hub and work spaces, ensuring a comfortable and welcoming cooperate ambience. You will take care of the facility, and carry out cleaning, maintenance and security duties, as well as general errands within and outside of the Hub. Vijana Corps' hubs are busy spaces. The ideal candidate for this position is a resilient individual with a high standard of cleanliness.

The Janitor will;

- Keep office clean at all times.
- Run errands within and out of the Mukono Hub.
- Assist with the preparation of work areas and photocopying of documents when required.
- Collect and distribute stationery and office supplies as and when required.
- Prepare and serve refreshments when required.
- Plan and order office supplies relevant to your work.
- Ensure the hub is appropriately secured and equipment switched off, where applicable, at the end of the workday.
- Notify management of occurring deficiencies or need for maintenance and repairs.
- Follow and support staff through healthy and safety regulations.
- Provide support to the Finance and Administration Assistant.

Qualifications

- You must be a person of integrity (background checks will be conducted).
- At least Senior four Certificate
- Impeccable hygiene standards.
- Resilience
- Vijana Corps is a dynamic work environment that supports growth of individuals.

How to apply

Submit an application pack with: A cover letter, CV, letters of recommendation from two professional referees, a copy of your national ID, and a copy of certificate of your highest education.

Address your application to;

The Finance and Administration Manager

Applications will be accepted until 5:00pm (EAT) on **Friday 20th August 2021** via apply@vijanacorps.org

Only shortlisted candidates will be contacted. If you do not hear from us by September 30th, 2021, you may consider your application unsuccessful.