



## PERMANENT MISSION OF THE REPUBLIC OF ZAMBIA TO THE UNITED NATIONS

### VACANCY ANNOUNCEMENT

Position Title: General worker.

Location: 4 WESTERLEIGH CT RYE BROOK, NY CT

Application Deadline: 01/08/25

The Mission invites applications from suitably qualified individuals for the position of General Worker.

#### Job Description:

The general worker will be responsible for maintaining cleanliness and hygiene at the residence. The role includes:

- Cleaning offices, meeting rooms, restrooms, and common areas.
- Dusting, sweeping, mopping, and vacuuming floors.
- Emptying trash bins and ensuring proper waste disposal.
- Replenishing supplies such as soap, toilet paper, and paper towels.
- Reporting any maintenance issues or hazards to the supervisor.
- Assisting with setting up for meetings and events as needed.

#### Minimum Qualifications and Experience:

- At least 2 years of experience in a similar cleaning role.
- Knowledge of cleaning chemicals and supplies.
- Legal eligibility to work in the United States.

#### Desirable Qualities:

- Dependable and punctual.
- Mindfulness and thoroughness.
- Ability to work independently and follow instructions.
- Good people skills and a courteous demeanor.
- Physical stamina and ability to perform manual tasks.

#### How to Apply:

Interested candidates should submit the following documents:

1. A cover letter detailing relevant experience.
2. A current resume or CV.
3. At least two references.

Applications should be sent to:

The Permanent Mission of the Republic of Zambia to the United Nations

Email [un@grz.gov.zm](mailto:un@grz.gov.zm)

Subject: Application for General Worker Position