

VACANCY ANNOUNCEMENT

Position Title : Office Maintenance/Assistant (Red Light branch)
Reports To : Administration/Human Resources
Duty Station : Monrovia
Duration : Opened
Opened : July 24, 2020
Closed : August 6, 2020

ABOUT DIACONIA MDI DEPOSIT TAKING INSTITUTE

Diaconia Microfinance Deposit-taking Institution Inc. (DMDI), a limited liability company. The institution being the first initiative in Africa of Alliance Microfinance AS (AMAS), Norway, is here to help small business succeed in their drive to create for themselves a middle-income status through the provision of microfinance services in urban and rural Liberia. The Institution will support micro, small and medium Enterprises (MSMEs) in sectors such as small skill manufacturers, home improvement/reconstruction, wholesale and retail traders. DMDI is based on the Christian diaconal principle of service to those in need.

OFFICE MAINTENANCE ASSISTANCE

- Ensure that generator room is clean at all times keeping in line with safety measures
- Ensure that there is no shortage of fuel at all times
- Prepare monthly report on generator before servicing is done
- Monitor and track fuel usage for generator daily
- Clean offices **DAILY** before working hours
- **Scrub** floors regularly three times in a week (Mondays, Wednesdays, & Fridays)
- Regularly clean all computers/equipment, desks, chairs, tables, etc. effectively
- Regularly clean kitchen, ensuring it's clean at all times
- Ensure drinking water is available at all times. Report for replenishment.
- Clean all the bathrooms twice daily, ensuring water and other toiletries are available at all times. Report for replenishment.
- Assist with the setting up meeting rooms for pray, meetings etc, or event and clean up after events/activities
- Make photocopies as and when required.
- Handle all materials coming in and out of store/warehouse
- Ensure that generator room is clean at all times keeping in line with safety measures

QUALIFICATIONS

- Must be a High School Graduate
- Ability to understand and follow oral and written instructions.
- A good team worker, **HONEST**, hardworking, dedicated, committed and friendly.
- Good spoken English
- Must have cleaning experience
- 2-3 years' experience with gen maintenance and repairs
- Working knowledge of the rules and regulations involved in the safety and efficient operation of generator

Please forward all hard copies of to the address below

**The Administrative Officer
Diaconia DMDI
Continental Building
Carey Street
Monrovia, Liberia**

HOW TO APPLY

Interested candidates are invited to send their application letter, CV and references to dmdirecruitment2016@gmail.com

***Deadline –August 6, 2020, at the hour of 4 pm prompt
Only shortlisted candidates will be contacted***

