
Position Description

Vacancy Title: **Office Cleaner and House Keeper - Gizo**

Location:

Reports To: **None**

Objective

The Office Cleaner and House Keeper will support Gizo Office in the safe, efficient and effective delivery of key team outcomes in terms of taking care of the cleanliness of rooms and common areas, office cleaning roles and healthy environment for both internal customers and external customers within the office building environment. The role reports to the Officer In Charge - GIZO.

Outcomes

Organisational Stakeholders

1. Effective and efficient Office cleaning services provided

- All office cleaning work activities, work plans, schedules and work guidelines are in line with allocated budget of that particular year
- All cost related to cleaning is properly accounted for and recorded and provided in hard copies for cross checking at required times by responsible supervisors
- Unnecessary wastage of cleaning items avoided and use of cleaning items to avoid extra cost maximised
- Order placed for new working items and working equipment when required
- Issue of cleaning items monitored and a cost cutting measures applied for the most required cleaning items
- Reports of all cleaning items that was purchased for responsible supervisor on a timely manner provided
- Assigned tasks performed according to work plans and schedules for the particular year
- Ensure all convenient rooms are clean and smell fresh.
- Ensure shower rooms upstairs are clean and smell fresh.
- All toilets and Health facilities to be fully stocked, toilet paper and toiletries.
- Ensure all rooms upstairs are clean and smell fresh.
- Ensure all tiled floors (Office Floor, Front Desk Reception and corridor and upstairs rooms are cleaned with a Scrubber Dryer Floor Machine on a daily basis
- Ensure all floor mats are clean and rubbish bins are empty
- Ensure windows wiped, floors mopped if needed.
- Dust and wipe walls, doors, and tabletops, walls to be kept mark free, all doors to be washed down as necessary.
- Familiarize with all the functions happening in the Office Building
- To act upon OIC requests and special requirements where necessary.

2. Beautification and vegetation management around the company Office and accommodation building

- Office Building Surrounding Maintenance
 - Regularly inspect and maintain lawns, flower beds, shrubs, trees, and other vegetation.
 - Mow, trim, prune, and water plants to ensure healthy growth and an attractive appearance.
 - Remove weeds, dead plants, and debris to keep the area tidy.
- Planting and Landscaping
 - Plan and execute planting schemes to enhance the aesthetic appeal of the premises.
 - Select appropriate plants, flowers, and trees suitable for the local climate and soil conditions.
 - Coordinate seasonal planting and replacement of flowers and plants.
- Irrigation and Water Management
 - Operate and maintain irrigation systems to ensure efficient watering.
 - Monitor soil moisture levels and adjust watering schedules accordingly
- Pest and Disease Control
 - Monitor plants for signs of pests and diseases.
 - Apply safe and appropriate pest control measures.
 - Report and address any environmental hazards related to vegetation

3. A healthy, safe and OHS compliant Solomon Power

- Taking reasonable care of own health and safety and for the safety of other people, including people working under incumbent's supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
- Compliance with lawful direction given by Solomon Power with respect to health and safety matters under current Safety acts and regulations
- Able to identify office keeping equipment – their uses and safety.

4. Environmental Protection is Prioritized at all Times

- Ensure adherence to the requirements of the environmental systems
- Ensure compliance with specific environmental management procedures applicable to their work
- Take environmental hygiene control measures
- Maintain a clean, sanitary, comfortable and tidy environment for Officers in Gizo and other visiting Solomon Power Officers from Honiara.

5. Organisational Values promoted and demonstrated at all times

- Ensure support of the environment aligning deliverables to organizational values and strategic directions
- Organizational values and good corporate and governance practices are complied with in delivering outcomes ensured
- Uphold and role model Solomon Power Values

Responsibilities - Key Competencies

| Competence | Description |
|-----------------------|---|
| Business | |
| Planning | Deliver results by developing, reviewing or following a work plan, action plan or operational plan. |
| Communication | Exchange information through verbal communication |
| Customer | |
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |
| Quality Focus | Deliver quality. |
| Organisational Values | Display the organisation's image and value standards. |
| People | |
| Team Orientation | Work in a team towards a common aim. |
| Professional | |
| Compliance | Comply with relevant laws and the policies and procedures of the organisation. |
| Financial Application | Apply financial principles and practices. |
| Operational | |
| Health and Safety | Establish and maintain a safe and healthy work environment. |
| Environment | Establish and maintain an environmentally friendly organisation |
| Stock Control | Acquire and monitor stock to meet business needs |

Qualifications

| Qualification | Discipline | Notes |
|------------------|------------|-------|
| Preferred | | |
| Certificate | Form 6 | |

Work Knowledge and Experience

At least one-year experience in a similar position - Previous experience in a similar position may be an asset Knowledgeable on cleaning products Basic time management skills Must have an eye for details Ability to learn quickly Ability to use modern office equipment Ability to understand and follow simple written and oral directions Ability to use appropriate initiative as may be required in a given situation

Requirements

Language Proficiency

Good written and oral communication skills in English

Other Required Requirements

No other required items found.

Interactions

| Type | Interaction | Comments |
|-----------------|---------------------|----------|
| Internal | | |
| | Officer In Charge | |
| | Solomon Power staff | |
| External | | |
| | Customers | |

Attributes

Behavioural Styles

| | |
|-----------------|---|
| Accountable | Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal. |
| Detail oriented | Attends to the small elements of a task/activity, ensuring completeness and accuracy. |
| Energetic | Constantly active and driven to put in effort. Works hard to promote an enterprise. |
| Enthusiastic | Shows high levels of excitement and interest, and expresses positive feelings. |
| Punctuality | Completes a required task or fulfils an obligation before or at a previously designated time |
| Reliable | Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work. |
| Resilient | Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes. |

Interpersonal Styles

| | |
|---------------|---|
| Forthright | Speaks out frankly without hesitation, showing a direct manner. |
| Perceptive | Shows keen insight and understanding of issues or situations. |
| Realistic | Shows concern for facts and reality, rejecting the impractical. |
| Team Oriented | Enjoys being with others as part of a group or team. |

Thinking Styles

| | |
|------------------------|---|
| Analytic | Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems. |
| Decisive | Reaches conclusions, promptly and firmly. |
| Disciplined/Systematic | Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach. |
| Holistic thinker | Considers issues/situations as a whole rather than analysing or dissecting the parts. |
| Well organised | Controls tasks in a well thought out and critical manner. |

How To Apply

Complete all parts of the Application form online. Upload a Cover letter, upload your CV and must include names and contact details for two (2) referees. Attach Certified Transcripts, Qualification Certificates and other relevant documents. Addressed Application to: Chief Executive Officer Solomon Islands Electricity Authority P.O. Box 6 Honiara Applications to be received by 4.00pm, Solomon Islands time, Tuesday 17 February 2026.

Contact for Enquiries

Contact Name: Andrew Tausema

Contact Email: Andrew.Tausema@solomonpower.com.sb

Further Contact Information: --

Closing Date: 17 Feb 2026