

Position:	Housekeeper/Office Assistant
Division:	Administration
Report to:	Finance and Administration Director
Band:	A
Position Objective	
The Millennium Challenge Account (MCA) in Timor-Leste, collaborating with the Government of Timor-Leste and the Millennium Challenge Corporation (MCC) of the Government of the United States of America, is responsible for implementing the \$420 million Timor-Leste Compact, which, together with an additional contribution of \$64 million from the Government of Timor-Leste, represents a total \$484 million investment in Timor-Leste. The Compact aims to address human capital development as a binding constraint to economic growth in Timor-Leste through two projects: the Water, Sanitation, and Drainage (WSD) Project and the Teaching and Leading the Next generation of Timorese (TALENT) Project. The Housekeeper/Office Assistant, under the supervision of the Front Desk Officer, is responsible for carrying out a range of clerical duties to facilitate workplace efficiency.	
Duties and Responsibilities	
• Coordinates with the cleaning company and ensures the effective cleaning activities of the MCA-TL office. • Provides basic clerical support as and when needed including with the filing, scanning and archiving of documents. • Supports the Front Desk Officer to maintain the inventory of all cleaning materials and utilities used in the MCA-TL offices. • Performs messenger duties as assigned in coordination with MCA-TL Office Drivers. • Notifies superiors of any damages, deficits and disturbances to office equipment and supplies. • Supports the general maintenance of the office including ACs, plumbing, general electrical faults, etc. • Assist with setting up and cleaning meeting rooms and event spaces, as needed. • Ensure all cleaning equipment and supplies are properly stored and maintained. • Adhere to safety and health regulations, using personal protective equipment as required and following established procedures for handling cleaning chemicals and materials. • Perform other duties as assigned by the Administration Manager or MCA leadership	

Requirements (Education, Experience, Technical Competencies)			
• At least 3 years' experience working in an office environment. • Minimum qualification of high school diploma. English language proficiency is an added advantage • Work within the framework of MCA-TL and MCC's core values. • Previous experience as a Cleaner, Janitor, or Custodian in a professional setting is preferred. • Knowledge of cleaning techniques, products, and equipment, as well as safe handling and storage practices. • Ability to follow instructions, work independently, and maintain a high level of attention to detail. • Physical ability to perform cleaning tasks, including lifting, bending, and reaching. • Act as an ambassador for MCA-TL, through professionalism and conduct.			
This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.			
Original Drafted by:	Abraham Kausa	Date:	13.08.2028
Reviewed by:		Date:	
Approved by:		Date:	