



for a living planet®

Job Description

Position title: Office Cleaners (2x)

Department: Conservation Program

No. of Positions: 2 Positions (Honiara and Gizo Offices)

Reports to: - Honiara Office (P & C Officer)
- Gizo Office (Western Seascape Programme Manager)

Location: - WWF Solomon Islands Country Office, Honiara
- WWF Solomon Islands Field Office, Gizo, Western Province Gizo

Level: IPE 40 (Operational Support)

Date: November 2025

Duration: Full-time

1. Background

Papua New Guinea, Solomon Islands, and Fiji are home to some of the world's richest biodiversity and most resilient cultures. From Papua New Guinea's vast tropical rainforests that shelter over seven percent of the world's species; to the marine biodiversity of the Coral Triangle in Solomon Islands and Papua New Guinea; and the third longest reef system in the world in Fiji—these ecosystems are of global ecological and cultural significance. However, the Pacific region is increasingly under pressure from climate change, unsustainable resource extraction, environmental degradation, and governance challenges. These threats endanger not only nature but also the food systems, livelihoods, and cultural heritage of the region's peoples

WWF-Pacific's 2026-2030 Strategic Plan sets a bold and hopeful direction for conservation—grounded in local leadership, inclusion, and innovation. Our strategic plan focuses on four interconnected goals:

- Locally-led Conservation and Climate Resilience by improving resilience and well-being for 225,000+ people across Fiji, Solomon Islands and Papua New Guinea and beyond in the Pacific.



WWF® *for a living planet®*

- Thriving Biodiversity by conserving 1 million hectares of land and sea and conserving seven endangered species groups and the Pacific blue corridors.
- Elevate Nature by shaping at least seven policies across at least five Pacific nations.
- Transition Food Systems by supporting 80 communities in nature-positive production and restoring four priority fish stocks.

With over 35 years of experience in the region and a strong presence in Fiji, Solomon Islands, and Papua New Guinea, WWF-Pacific works in partnership with communities, governments, and other stakeholders to deliver a people-centered, locally driven conservation solutions. We co-create Nature-based Solutions, support Indigenous rights and knowledge, champion Gender Equity, Disability, and Social Inclusion (GEDSI) in all our work, and advocate for policy change that reflects Pacific realities and needs.

2. Major Function

The Office Cleaner plays a critical role in ensuring that WWF Solomon Islands' workplaces remain clean, hygienic, and welcoming for staff, visitors, and partners. This includes daily office upkeep, maintaining sanitation in office facilities, ensuring adequate cleaning and hygiene supplies, and supporting a safe and well-maintained workplace environment.

3. Major Duties and Responsibilities

3.1 Office Upkeep and Cleaning:

- Sweep, mop, and vacuum office floors.
- Empty office bins and ensure waste is disposed of appropriately
- Dust and clean office furniture, desks, windows, and workspaces.
- Clean, sanitize, and restock restrooms/toilets daily.
- Maintain a clean and hygienic kitchen/tea area, ensuring it is free of pests and rodents.

3.2 Office Management:

- Manage office supplies and inventory, ensuring items are restocked as needed.
- Organize and maintain physical office files and documents in an orderly manner.
- Oversee the overall cleanliness, functionality, and upkeep of the office space, coordinating with external service providers when required.
- Perform cleaning and tidying tasks, including maintaining common areas, organizing desks, and ensuring meeting rooms are clean and presentable at all times.

3.3 Reception and Visitor Support



for a living planet®

- Manage the reception area, ensuring a welcoming and professional environment.
- Greet and assist visitors, ensuring they sign in and direct them to the appropriate staff or meeting rooms.
- Answer incoming calls, emails, and messages promptly and redirect them as necessary.
- Maintain and monitor visitors and staff sign-in forms for the office.
- Coordinate the distribution of incoming and outgoing mail and courier services.

3.4 Hygiene and Supplies Management

- Ensure sufficient and timely stock of cleaning and hygiene supplies, including handwash, detergent, sponges, toilet paper, tissues, and toilet cleaners.
- Monitor supply levels and report to the supervisor when replenishment is required.

3.5 Maintenance and Support:

- Report any maintenance or safety issues (plumbing leaks, pest issues, damaged fixtures, etc.) to the supervisor promptly.
- Ensure safe storage of cleaning equipment and chemicals.

3.6 Collaboration and Conduct:

- Maintain professionalism, respect, and confidentiality in all interactions within the workplace.
- Follow WWF policies and procedures, including workplace health and safety guidelines.

4 Profile

4.1 Required Qualification and Experience

- Good experience in office cleaning, housekeeping, or related work.
- Basic Administrative and Organization skills
- Knowledge of safe handling of cleaning materials and equipment.
- Prior Experience in an international or non-profit environment is advantageous.



WWF *for a living planet*®

4.2 Required Skills and Competencies

- Demonstrated reliability, honesty, and attention to detail.
- **Communication:** Good verbal communication skills
- **Interpersonal Skills:** Friendly and professional attitude, with the ability to work effectively with staff and visitors.
- **Time Management:** Ability to prioritize tasks and meet deadlines.
- **Adaptability:** Flexibility to handle changing priorities and needs.
- Clearly demonstrate behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
- Identify and align with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration

5 Working Relationships

- **Internal:** Works closely with the P&C Officer (Honiara) and the Western Seascapes Manager (Gizo), as well as other office staff, to maintain workplace standards.
- **External:** Minimal external contact; occasional interaction with suppliers or service providers related to cleaning and hygiene supplies.

6. Working Conditions

- **Honiara and Gizo Positions:** Full-time, based in the respective office locations.
- Standard working hours are **five days per week**, with some flexibility required to accommodate office operations or special events.
- The role may occasionally require extended hours or adjustments to meet operational needs.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Reviewed by Supervisor: _____ Date: _____

Accepted by Staff member: _____ Date: _____