VACANY ANNOUNCEMENT AT WILDLIFE CONSERVATION SOCIETY (WCS)

About Wildlife Conservation Society (WCS)

WCS stands for wildlife and wild places. As the world's premier wildlife conservation organisation, WCS has a long track record of achieving innovative, impactful results on a scale. We run programs spanning the ocean and over three million biologically critical square miles in nearly 50 countries. We build on a unique foundation: Our reach is global; we discover through best-in-class science; we protect through on-the-groundwork with local and Indigenous people; we inspire through our world-class zoos, aquariums, and education programs; and we leverage our resources through partnerships and powerful policy influence. Our 5,000 diverse, passionately committed team members in New York City and worldwide work collectively to achieve our conservation mission, for more information visit us at www.wcs.org

WCS Uganda is seeking to recruit a competent person to fill the following position

Job Title **: Office Cleaner (1 Vacancy)**
Reports to : Country Human Resource Manager
Tenure **:** Full Time
Duty Station **:** Kampala.

Purpose of the position

The purpose of this role is to ensure that the office premises are kept clean, tidy, safe, and hygienic at all times. The Office Cleaner will help create a comfortable, healthy, and welcoming working environment for WCS staff, clients, and visitors through effective cleaning and maintenance of office facilities.

Duties and Responsibilities

A) Cleaning and maintaining office spaces.
B) Sweeping, mopping, and dusting floors and furniture.
C) Cleaning washrooms and kitchen areas.
D) Emptying rubbish bins and disposing of waste properly.
E) Ensuring the office environment is neat, clean, and hygienic.
F) Replenishing cleaning and washroom supplies.
G) Reporting any damages or maintenance issues.
H) Stock break rooms, manage pantry items, and help organize inventory or office supplies.
I) Operate basic office machines like printers, scanners, or binding equipment and report maintenance issues.
J) Welcome visitors, guide them to appropriate rooms or staff members, and serve refreshments when required.

Specific Roles and responsibilities

- Maintain the cleanness of the office and kitchen utensils.
- Responsible the management of the office pantry

- Maintain stock of office supplies, particularly pantry items, bathroom materials, detergents, kitchen supplies and office cleaning materials
- Ensure that water use is well managed, and taps are not left running and water sink is not clogged.
- Prepare and serve office guests coffee, tea or water as may be requested.
- Maintain drinking water in the water dispensers.
- Prepare the boardroom for meetings with external guests and all other internal meetings
- Ensure proper management of waste generated at office and keep it in the designated areas before it is picked by BIN IT
- Must be able to operate basic office equipment's such as photocopier, scanner, printers and other electric kitchen appliances.
- Work closely with Country HR Manager to manage stationery and office supplies and its use
- Comply with WCS Code of Conduct and represent WCS ethically and professionally well

Minimum Requirements and Job Qualifications:

- The ideal candidate must possess a minimum of Uganda Advanced /Ordinary Education certificate or any relevant training from a recognized institution
- Experience working for an NGO will be an added advantage
- Provide a recommendation letter from the local area council office
- Able to communicate in Engliish and relevant local languages
- Possess a valid National Identity Card
- The ideal candidate must be in position of National Social Security Number and Pay As You Earn numbers
- Willing to work in a flexible cross cultural environment
- Good physical fitness and ability to remain alert throughout duty hours
- Must possess a clean criminal record.

HOW TO APPLY

Please send a cover letter, CV and at least three references (with contact information including phone numbers) sent as one PDF document by email, clearly indicating "the job title" in the subject to wcsuganda@wcs.org by **November 12th 2026.** Only shortlisted candidates will be contacted. Full description of the vacancies can be accessed on our website: https://uganda.wcs.org/Opportunities.aspx

WCS is an equal opportunity employer, and the organisation complies with all employment and labour laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging in a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organisation provides equal employment opportunities for all qualified candidates. The organisation does not discriminate for employment based on gender, race, ethnicity, religion, colour, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and

regulations, and similar categories. WCS e*mployment is subject to code of conduct policy and other policies including background checks*. WCS does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS-sponsored recreational activities and facilities. The organisation complies with the spirit and intent of relevant local laws and WCS's employment policies, assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS-sponsored recreational activities and facilities.