



# REPUBLIC OF LIBERIA

## LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road  
Monrovia Liberia



### VACANCY ANNOUNCEMENT: JANITOR

The Liberia Special Economic Zone Authority (LSEZA) is mandated to promote, regulate, and develop Special Economic Zones (SEZs) in Liberia. SEZs are designated areas with specific economic regulations that differ from or are more favorable than those elsewhere in the country.

Against this background, the Liberia Special Economic Zones Authority (LSEZA) is seeking applications from qualified individuals for the position of **Janitor** who will be responsible for maintaining the cleanliness of a building by performing tasks like sweeping, mopping, vacuuming floors, emptying trash, cleaning and restocking restrooms, dusting furniture, washing windows, and performing minor repairs, ensuring a safe and hygienic environment for occupants.

#### DUTIES AND RESPONSIBILITIES

The Janitor will be responsible for:

- Sweeping, mopping, vacuuming floors, dusting furniture, wiping down surfaces, cleaning windows and mirrors.
- Cleaning toilets, sinks, stalls, restocking paper products, sanitizing surfaces
- Emptying trash cans and recycling bins, disposing of waste properly
- Replacing light bulbs, unclogging drains, fixing minor plumbing issues
- Removing debris, sweeping sidewalks, tending to landscaping (depending on location)
- Maintaining cleaning supplies, ordering replacements when needed
- Reporting potential hazards like leaks, broken fixtures, or safety concerns
- Adhering to safety procedures when handling cleaning chemicals

#### QUALIFICATIONS

- A minimum period of two (2) years relevant work experience.
- Demonstrated results in work performance.

#### KNOWLEDGE AND SKILLS

- Ability to lift heavy objects, bend, stoop, and reach
- Maintaining a high standard of cleanliness throughout the facility
- Completing tasks efficiently within assigned schedules
- Performing minor repairs and maintenance tasks
- Understanding and adhering to cleaning procedures and safety guidelines

#### HOW TO APPLY

Complete application package must be submitted no later than April 28th, 2025, at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;

2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be sent via soft or hard copy and addressed to:

**The Manager, Human Resources & Administration  
Liberia Special Economic Zones Authority  
VP Road, Old Road  
Monrovia, Liberia**

**Or by Email: [hr@liberiaseza.gov.lr](mailto:hr@liberiaseza.gov.lr) with the job title as Subject**