Terms of Reference
Watchman cum House Keeper
WWF-Pakistan

Reporting to : Finance & Admin Officer
Grade / Title : House Keeper
Duty Station : WWF Project Office Kohlu
Grade : A-2
Employment Contract : Short Term
Work Week : 6 (Monday to Saturday) Days -40 hrs / week, night duty

Duties and Responsibilities

- Responsible for night duty as watch man of the office.
- Ensure that no unauthorised personnel trespass on to the premises.
- Remain on the assigned site to maintain constant vigilance.
- Maintain a detailed visitor log register.
- Check during night shift all doors entrance of premises is properly locked.
- Ensure cleaning and removal of waste, debris, and dust should be done regularly.
- Ensure cleaning of stairways, aisles, corridors, and removal of passageways from loose material and debris.
- Cleaning of trash should be properly disposed of on daily basis to avoid attracting insects, rats etc.
- Sweeping and mopping the complete office premises daily.
- Dusting the office fixtures daily.
- Cleaning all washrooms daily.
- Help in cleaning office assets, Bikes, Vehicles.
- Waste segregation and disposal as advised and its record intimation to Admin.
- Shifting the routine office waste to waste yard.
- All assigned task must be completed before 08:00 am.

Selection Criteria
Education, Experience & Working Knowledge

☐ At least 6 Months experience in a similar capacity

Skills & Attributes

- Regular & Punctual
- Well mannered

HR department : Signature / Date----------------------------------------------
Hiring Manager : Signature / Date----------------------------------------------
Acknowledged by Employee : Signature / Date----------------------------------------------

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