



Achieving Business Excellence Through Standards

OFFICE ASSISTANT II

Applications are invited from suitably qualified persons to fill the post of Office Assistant II (fixed -term contract – 4 months) that has arisen within the Standards Association of Zimbabwe. The purpose of the job is to provide effective cleaning, housekeeping and general office support services that ensure a clean, safe, hygienic and conducive working environment for employees, clients and other stakeholders, while promoting operational efficiency and maintaining high standards of workplace appearance.

Main Responsibilities

- Cleaning and maintaining offices, ensuring workspaces, desks and common areas are kept clean and tidy.
- Servicing, cleaning and stocking restrooms to ensure high hygiene standards are maintained.
- Emptying waste bins and transporting waste to designated disposal areas.
- Operating floor-cleaning equipment, including scrubbing, polishing and vacuum-cleaning machines, safely and effectively.
- Replenishing cleaning and hygiene consumables such as soap, toilet tissue and paper towels.
- Undertaking wall, window and glass-pane cleaning as required.
- Requesting cleaning materials, supplies and equipment to ensure uninterrupted service delivery.
- Assisting in the movement and arrangement of furniture, equipment and supplies when required.
- Reporting maintenance issues, damages and breakages promptly to the Supervisor.
- Adhering to workplace health, safety and environmental standards at all times.

Job Specifications

- Ordinary Level passes.
- At least two (2) years' proven experience in a similar cleaning, housekeeping or janitorial role.
- Customer care training is an added advantage.
- Ability to use cleaning equipment and machinery safely and effectively.
- Ability to follow instructions and work independently with minimal supervision.
- Good communication and interpersonal skills

Applications accompanied by detailed CV shall be forwarded to hr@saz.org.zw by 23 August 2026

“SAZ is committed to an inclusive work environment that values diversity and promotes equal opportunities for all.”