S.O.T. SYSTEMS OF TIMOR

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Rua de Ai Meti Laran, Comoro, Dom Aleixo, Dili

JOB PROFILE

Office / commercial cleaner

Traballadór limpeza (eskritóriu no komérsiu)

Personal, domestic & cleaning services · ISCO-08 9112

Office and commercial cleaners keep offices, shops, hospitals, hotels and other buildings clean, tidy and safe. In the 2022 Enterprise and Skills Survey, employers named hotel and office cleaners among the jobs where staff were not yet working at the level needed.

TRAIN IN TIMOR	**No national course yet** Not in the INDMO list, which is incomplete
COURSE LENGTH	**To confirm** No published source yet
IN TIMOR	**Skills gap** Hotel and office cleaners, enterprise survey 2022
ABROAD	**No official programme yet** Australia PEV: any job, with a job offer
PAY IN TIMOR	**US$164 / month** Average for all workers in elementary jobs in Timor-Leste, not this job alone (Labour Force Survey 2021)

WHAT YOU DO

Floors and surfaces: Sweep, mop, vacuum and polish floors; Dust and wipe desks, chairs, doors and windows; Clean glass and mirrors.

Toilets and kitchens: Clean and disinfect toilets and washbasins; Clean office kitchens and eating areas; Refill soap, toilet paper and towels.

Rubbish and repairs: Empty bins and take out the rubbish; Sort waste where the building asks you to; Report broken things, leaks and damage.

Work safely: Use cleaning chemicals safely, with gloves; Put out wet-floor signs; Look after cleaning tools and machines.

Based on the ILO description of ISCO-08 unit group 9112, Cleaners and helpers in offices, hotels and other establishments.

WHERE YOU WORK

Offices & banks (Government, NGO and company offices); Shops & supermarkets (Before opening and after closing); Hospitals & clinics (Strict hygiene rules); Hotels (Public areas; rooms are the room attendant's job).

The work is physical: you walk, bend and lift all day. Cleaning often happens early in the morning or after offices close.

In the 2022 Census, the group "cleaners and helpers", which also includes domestic and hotel cleaners, made up about 9% of working women and about 3% of working men.

IS IT FOR ME?

You are good at: Working steadily, Noticing dirt and small details, Being on time, Physical work, Being honest and trustworthy.

You like: Clean, tidy places, Working on your own, Early starts, Seeing a job finished.

Reading the labels on cleaning products is important for your safety.

TRAIN FOR IT IN TIMOR-LESTE

- **No national certificate listed yet** · The published list of INDMO titles has no cleaning course, and that list is incomplete.
- **Certificate II in Accommodation Hospitality Service** · INDMO national certificate for hotel room cleaning (room attendant)

Short courses, who offers them, length and fees: to confirm. The directory never shows a number without a source.

WHERE IT LEADS

- **Cleaner** · Offices, shops and other buildings
- **Room attendant** · Hotel rooms; national certificates exist
- **Cleaning supervisor** · Leads a team; employment centres listed 4 "house cleaning supervisor" vacancies in 2017
- **Your own cleaning business** · Startups of Timor helps you start one

WORK ABROAD, SAFELY

- **Australia: Pacific Engagement Visa** · No official programme recruits Timorese office cleaners for work abroad yet. Australia's Pacific Engagement Visa allows any occupation, but you need a job offer from an Australian employer first.

Never pay a fixer. Join only through SEFOPE, the Timor-Leste government office for work abroad. No one can sell you a place, and a real overseas job never asks you for a recruitment fee.

SOURCES

1. ILO, ISCO-08 unit group 9112 Cleaners and helpers in offices, hotels and other establishments https://www.ilo.org/public/english/bureau/stat/isco/isco08/
2. APTC, Timor-Leste Skills Strategy 2022: skills gaps (Enterprise and Skills Survey 2022) and Annex I (INDMO titles) https://24045200.fs1.hubspotusercontent-na1.net/hubfs/24045200/Files/Timor-Leste%20Skills%20Strategy%202023.pdf
3. INETL with ILO, 2022 Census Thematic Report on Labour Force (Oct 2024), Figure 5: top occupations by sex (ISCO 2-digit) https://www.laohamutuk.org/DVD/DGS/Cens22/241203INETLThematic-report-labour-force_2022.pdf
4. SEJT, Labour Market Outlook No. 7, Feb 2018 (vacancies registered at employment centres, 2017) https://www.laohamutuk.org/DVD/2018/LMOFeb2018en.pdf
5. Pacific Engagement Visa: any occupation, job offer needed (employer fact sheet 2025) https://pev.gov.au/sites/default/files/2025-02/PEV%20for%20Employers%20Fact%20Sheet_2025.pdf
6. Labour Force Survey 2021, Table 29: average monthly wage of employees by occupation group https://www.ilo.org/sites/default/files/wcmsp5/groups/public/%40asia/%40ro-bangkok/%40ilo-jakarta/documents/publication/wcms_863064.pdf

From the Servisu jobs directory. Every figure has a source; "to confirm" means none yet. http://servisu.oftimor.com/jobs-directory/office-commercial-cleaner/?lang=en