

Ubuntu Municipality



INTERNAL ADVERTISEMENT

NOTICE NUMBER:03/2022

DIRECTORATE: CORPORATE AND COMMUNITY SERVICES

CLEANER: LOXTON OFFICE (X1 POSITION)

REMUNERATION: T 4 (1)

R 111 072 Per Annum

FRINGE BENEFITS

- 13th Cheque
- Pension fund
- Medical aid fund
- Leave benefits

REQUIREMENTS:

- Grade 10
- Good Interpersonal communication skills
- Ability to interact at various and diverse levels
- Attention to detail and the ability to work independently
- At least three years relevant work experience
- Sober Habits
- The ability to work under pressure

KEY PERFORMANCE AREAS

- Clean, dust, and polish furniture and fittings
- Operate a vacuum cleaner to clean floors and work areas
- Sweep, mop, scrub and polish floors
- Clean walls and windows
- Empty and clean waste containers
- Prepare and clean boardrooms and Council Chambers before and after meetings
- Clean toilets within the municipal offices and around the office to ensure that the facilities are hygienic and safe for use.
- Complete a stock taking list of consumables (tea, coffee, milk etc.) weekly and gives it to SCM Clerk.

- Inform the SCM Clerk if stock needs to be replenished before the usual time
- Complete a stock taking list of kitchen utensils and cutlery (cups, glasses, plates, cutlery etc.) monthly and gives it to Customer Care Accounts Clerk.
- Keep the kitchen neat at all times. Maintains the kitchen equipment (urn, microwave) in good working condition at all times
- Receive schedule of meetings and required refreshments daily
- Prepare boardrooms and meeting rooms before and after meetings with required utensils, cutlery and refreshments.
- Serve refreshments as requested.

PLEASE NOTE: No faxed or emailed applications will be accepted. A covering letter clearly stating the position you are applying for, certified copies of academic qualification and a copy of your curriculum vitae must be accompany all applications.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager, Ubuntu Municipality ,78 Church Street, Victoria West 7070

CLOSING DATE: 26 July 2022

- ❖ Canvassing for appointment will automatically be disqualified
- ❖ If no reply to your application has been received within thirty (30) days of the closing date, you should consider your application as being unsuccessful
- ❖ No late, facsimile or email applications will be accepted
- ❖ No applications will be considered without certified copies of the original documents
- ❖ Correspondence will be limited to short-listed candidates



Ms. NM MKONTWANA
Acting Municipal Manager
Ubuntu Local Municipality
Private Bag X 329
Victoria West
7070