



CAREER OPPORTUNITIES: INTERNAL AND EXTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the following 10 General Assistants posts on a 1 year fixed term.

Post Description	General Worker
Post Level	SL2
Salary Notch	Minimum R107 196 per annum per annum plus benefits
Post reference	GA/CO/25/2023
Centre	Central Johannesburg TVET College
Minimum Requirements	<ul style="list-style-type: none"> - MINIMUM REQUIREMENTS: ABET / Standard 8/ Grade 10/. Inherent requirements of the job: Must be physically fit to lift heavy objects. Must be willing to rotate in different departments and sites according to operational needs and requirements. Competencies (knowledge/skills): Knowledge of repetitive cleaning tasks. Knowledge of relevant facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene, Storage requirement, Good communication skills (read, speak and write). Ability to operate cleaning and gardening machinery and equipment. Adhere to loyal service ethics. Be able to do general maintenance and repairs.
Core duties and responsibilities	<ul style="list-style-type: none"> - Duties: Must Render support services to the supervisor. Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provision of cleaning support services to departments. Effective Waste Management. Provision of cleaning services: Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and floors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Freshen the office areas. Clean general kitchens by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's by: Report broken cleaning machines. Cleaning of machines (microwares, Vacuum Cleaners) and equipment after use. Request cleaning materials
Enquiries	<ul style="list-style-type: none"> - Mr. MB Khakhu on (011) 351 6000

Applications instruction

- Applications must be submitted using the following link: <https://forms.gle/mkp9opVLnEkEsBG1A> accessible in the Central Johannesburg TVET College website.
- **APPLICATIONS:** All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses), copies of all qualifications, including academic records/transcripts, and ID document. **These documents must be on a PDF format.**
- The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification, p). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
- The Central Johannesburg TVET College is an equal opportunity employer.
- All applications must reach the College on or before the closing date:
31 March 2023 at 16:00.