



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF HIGHER EDUCATION AND TRAINING (CENTRAL JOHANNESBURG COLLEGE (TVET) COLLEGE

OTHER POSTS

POST CJC/20/13: SUPERVISOR: CLEANING SERVICE

(Permanent Appointment)

SALARY: R145,281 – R171,138 per annum (Level 04)

CENTRE: ELLIS PARK CAMPUS

REQUIREMENTS: ABET level 4/ Standard 8/ Grade 10. 1-2 years' experience in cleaning service environment. Knowledge of facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene. Knowledge of storage requirements. Further requirements are reading, operating equipment, communication, people management, office management and administration, analytic, problem solving, computer literate, planning, organizing, and disciplinary rules.

DUTIES: Oversee cleaning service of offices, corridors, general kitchens, restrooms, elevators and boardrooms.

Manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment. Make requisition and issue cleaning materials.

Supervise cleaners and ensure of the following: Perform administrative and related functions; Provide guidance and advise to cleaners; Develop and update the cleaning roster

ENQUIRIES: Enquires should be directed to Mr. Ben Khakhu at 010 045 6002

APPLICATIONS: All applications are to be sent via Post Office to: Ms Alta De Aveiro at Central Johannesburg TVET College; Private Bag, 70500, Houghton, 2014.

NOTE: Applications should be submitted on duly completed and signed Z83 form obtainable from any Public Service Department, stating the relevant reference number, a recently updated CV, as well as certified copies of all qualifications, not older than 3 months, including academic records/transcripts, ID document). 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 or hand delivered applications will be considered. All applications are to be sent via Post Office to: Ms Alta De Aveiro at Central Johannesburg TVET College; Private Bag, 70500, Houghton, 2014. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. If you have not heard from the college within 3 months after the closing date, please accept that your application has not been successful. All shortlisted candidates will be subjected to qualification and citizen verification, criminal records and financial / credit checks. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE: 13 March 2020

