

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO: 41/2024

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

Applications from suitably qualified candidates are invited for the following position:

DISTRICT WIDE TEMPORARY CLEANERS: (Burgersdorp x4, Venterstad x4, Steynsburg x4, Maletswai x4, James Calata x4, Lady Grey x4 Sterkspruit x4, Barkly East x4, Ugie x4, Nqanqaru x4 & Tlokoeng x4)

The Joe Gqabi District hereby seeks to appoint a pool of temporary cleaners that will be called upon to act as relief staff as and when the need arises for a period of 12 months. The appointed Candidates will be included into the JGDM Employment Database as a Temporary Cleaner District-wide that may be called upon from time to time as may be required for a specific assignment which will also be of a temporary nature and which may differ in duration and which will not exceed three (3) months per assignment.

REMUNERATION

An all-inclusive salary of R 9 531.56 per month or alternatively on a pro-rata basis if the period is less than one month will be applicable and no other benefits will be paid.

REQUIREMENTS:

- Grade 9 / Standard 7 or equivalent qualification
- Ability to communicate effectively in order to comprehend instructions.
- Ability to work independently

CORE RESPONSIBILITIES

Cleaning

- Cleaning offices, reception area, boardrooms, recreation rooms on a daily basis by dusting, polishing desks, emptying waste paper baskets, vacuuming carpets, washing and polishing floors and windows
- Ensuring availability of consumables in the cloakrooms.
- Watering office plants
- Washing tablecloths and towels etc.
- Cleaning of restroom and ensuring that there are enough supplies at all times.
- Cleaning and preparation of community halls for events as and when there is a need.

Tea making

- Preparing and serving refreshments and washing cutlery and crockery thereafter.
- Obtaining adequate stocks of requirements from supervisor.

Venues and Catering

- Preparing meeting venues for use by:
- Cleaning and dusting
- Switching on heaters, lights and air conditioners
- Assisting caterers with serving and clearing
- After meeting, switching off electrical appliances and securing venue
- Any other duty as reasonably delegated by management.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on recruitment@jgdm.gov.za. No faxed or late applications will be accepted. Application forms can be downloaded on our website, www.jgdm.gov.za. Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

Mr. M.P Nonjola
Municipal Manager
Cnr Cole and Graham Street
Private Bag X102
BARKLY EAST
9786


Alternatively, applications to be handed in at any Joe Gqabi District Municipality Billing Office

ENQUIRIES: B.F PHETHOHA

Tel No: (045) 979 3039/ 0789306463

File No: 4/6/3/8

CLOSING DATE: 23 MARCH 2024


2024/03/04
Approved