

## VACANCY ADVERT

**Nature of Post:** 6 Months contract  
**Work Station:** Pep Building  
**Post Description:** General Assistants  
**Ref No:** 2018/05 - 01  
**No. of Posts:** 02

**Salary:** R107 886 per annum.

**Centre:** King Hintsa TVET College Pep Building.

**Requirements:** Grade 9 -12 / Standard 7- 10. Proven Experience as a General Assistant/ Cleaner. Have a good communication skill. Be able to work with people. Ability to prioritize workload and work under pressure without supervision.

**Duties:** undertake activities associated with maintaining cleanliness of designated area and provide support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from immediate supervisor on the work program and/priorities related to specific departments and/communication specific cleaning material requirement. Clean ablution facilities mopping floors and sweeping floors replacing toilet rolls. Ensure that campus kept neat and clean all the time.

### **Notice to Candidates:**

Please submit your application using Z83 form, certified copies of qualifications, certified ID copy and a detailed CV.

Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates.

All applications should be directed to the Manager: Human Resources Department; using the following address:

#### **Postal Address**

Private Bag X 3018  
Butterworth  
4960

OR

#### **Physical Address**

218 Mthatha Road, Ibika Location  
Butterworth  
4960

**Closing Date:** 23 May 2018 @: 16:00

Enquiries should be directed to Human Resources Department at 047 401 6400  
Ms Soyizwapi P