



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