



EXTERNAL ADVERTISEMENT

DEPARTMENT: CORPORATE SERVICES

Applicants are hereby invited from suitably qualified and experienced persons for the following vacant permanent position:

POST: CLEANER/ MESSENGER (GRAAFF-REINET X2).

SALARY TK: 3

SALARY SCALE: R 118 803 – R 136 915

QUALIFICATION AND EXPERIENCE REQUIRED

- ABET Level 3/4
- 1-4 weeks relevant experience.

CORE RESPONSIBILITIES

CLEANING FUNCTIONS

CLEANING AND MAINTAINING HYGIENE STANDARDS

Performs a cleaning operation and maintains the cleanliness of designated areas by:

- Undertaking verbal instructions from the immediate supervisor on the work program and/ or priorities related to specific areas and/ or communicating specific cleaning material requirements.
- Commencing with cleaning sequence, mixing, and using chemical detergents to remove stains/ dirt from painted/ polished or carpeted surfaces.
- Vacuuming/sweeping floor areas, washing of tablecloths, dusting and tidying work areas, tools, shelves, cupboards, walls and dusting of ceilings and light fittings.
- Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc. and checking and reporting defective items to the immediate superior for attention.
- Attending to the surroundings, picking up litter and/ or sweeping paved areas/ walkways, washing of windows, and polishing brass items.

OFFICE FURNITURE/ EQUIPMENT RELOCATION

Attends to specific requirements associated with the movement of office furniture, by

- Locating the /equipment for re-location and checking or removing connectivity to power source and /or securing loose shelving to avoid damage during movement.
- Determining and /or communicating with immediate superior on method/routing (trolley, physical application) taking into safety requirements.
- Moving information files to the Municipal Archives when required.

MESSENGER FUNCTIONS/ DELIVERY AND COLLECTION

Performs specific tasks associated with the delivery and collection of items to/ from internal/external sources by:

- Receiving a schedule indicating delivery/ collection requirements and identifying with specific priorities.
- Receiving verbal/ written instructions on specific circulation and/ or collection requirements and visiting departments using allocated mode of transport (vehicle) or walking to specific locations.
- Circulating/ collecting mail/ internal correspondence/ files to/ from various departments/ offices and/ or seeking acknowledgement from the recipient and completion on circulation control list.
- Delivering to relevant personnel, managers, and public members to various destinations.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: recruitment@bnlm.gov.za not later than **Friday, the 5TH of April 2024**. Late, applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the

DR E.M. RANKWANA
MUNICIPAL MANAGER

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NOTICE NO: 33/2024.

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