



EXTERNAL ADVERTISEMENT

DEPARTMENT: CORPORATE SERVICES

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

POST: CLEANER/ HALL ATTENDANT

- **ABERDEEN X1**
- **GRAAFF-REINET X3**

SALARY TK: 3

SALARY SCALE: R 118 803 – R 136 915

QUALIFICATION AND EXPERIENCE REQUIRED

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

CORE RESPONSIBILITIES

A. CLEANING FUNCTIONS-

Attends to procedural activities and maintains the cleanliness of designated areas, by

- Receiving verbal instructions from the immediate supervisor on the work program and/ or priorities related to specific departments 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 carpeted floor areas, dusting, and tidying desktops and shelves.
- 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.
- Applying detergents to remove dirt and rinsing, wiping, and setting items into the cupboards when required.

B. FUNCTION SET UP/ BREAKDOWN AND OFFICE FURNITURE/ EQUIPMENT REMOVAL AND ARRANGEMENT

Attends to specific requirements associated with the set-up and/ or breakdown of arrangements prior to and after functions and/ or providing support during the relocation of office furniture, by

- Communicating with the immediate supervisor on specific requirements with respect to the arrangement of furniture and equipment.

- Attending to the set-up sequence, placing chairs/ tables, etc. in accordance with the agreed layout and/ or attending to the dismantling and removal of items on completion of the function.
- Dismantling, moving, and setting up furniture in designated areas and/ or mounting shelves and accessories using handheld tools (screwdrivers) to perform manual applications.

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 vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

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NOTICE NO: 34/2024.

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