

ADVERTISEMENT

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

CLOSING DATE: **06 March 2023 at 16:30 (Late applications will not be considered)**

NOTE: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. The pool of applications may be recycled to fill other position/s that may open, whether on a permanent or contract basis as per the departmental policy.

POST: **CLEANER X 5 POSTS (DT 12/2023)**
(6 MONTHS FIXED TERM CONTRACT)

SALARY: R 107 196 per annum (salary level 02) excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: Minimum of ABET level 4 / Grade 9. Previous relevant experience will be an added advantage. *Required knowledge:* Cleaning procedures, Occupational Health and Safety rules, Cleaning products and application. *Required skills:* Communication and Interpersonal, Basic numeracy and literacy, team player and have the ability to work independently as well, Client oriented.

DUTIES: The successful candidate will be responsible for dusting and polishing office furniture, Sweeping and mopping tile floors, Vacuuming Carpets, Cleaning office windows inside and window sills, place wet floor sign, Clean, wash & disinfect toilet bowls, urinals and seats, replace toilet paper and hand paper towel, refill air mists, safe seats, and hand soap, wash and refill urns with water. Clean all entrance glass doors within reach and high reach, Emptying/ washing dustbins and replacing bin liners, relieving on other floors, Reporting broken cleaning machines and equipment, Refilling hand wash liquid soap, replacing toilet papers and handtowels, Cleaning mirrors and wall tiles, Removing refuse from public areas, Cleaning reception arear, all entrances, stairs, corridors, lifts, lifts lobbies and toilets,

Removing chairs and other moveable furniture then vacuum area, Placing all appliances/ furniture back neatly, Cleaning water bottles/ glasses and fill water bottles after meetings, Cleaning microwave and fridges in the kitchen, Washing dishes and appliance, Sweeping/ mopping floor and wall tiles in the kitchen. Assist in the preparation of meetings in the boardrooms.

EE REQUIREMENTS: Preference will be given to Coloured Male, Asian Male and White Male candidates.

ENQUIRIES: Mr LC Molefe, Tel: 012 444 6130