



(INTERNAL & EXTERNAL ADVERTISEMENT)

DIRECTORATE: COMMUNITY SERVICES
DEPARTMENT: COMMUNITY DEVELOPMENT
LOCATION: (ZWELETHEMBA)

GENERAL ASSISTANT (PERMANENT)
SALARY: R112 722.46 – R133 085,32 pa [T3]
Ref: CS/CD01/0523

Job Purpose: Render a cleaning service at the Thusong Service Centre facilities to ensure a clean, tidy and healthy working environment.

Duties: Performing vacuuming, sweeping, dusting, polishing of floors and furniture, emptying of office rubbish bins, etc. Cleaning of the toilets of the Thusong Service Centre. Replenishing toiletries (soap, hand towels, toilet paper, etc) in toilets in the Thusong Service Centre. Arranging chairs and tables neatly in the Boardroom before and after scheduled meetings and events. Providing water to attendees of all official meetings and workshops. Cleaning the dishes after official meetings/training sessions. Serving the official visitors with tea/coffee/water. Clean yard, maintain Thusong Service Centre surroundings and watering of flowers, inside pot plants and gardens. Responsible for the cleaning and safeguarding of the outside parking area. Perform scheduled cleaning of kitchen appliances. Responsible for the cleaning of the Gym. Perform scheduled cleaning of utilized Gym equipment. Maintaining all cleaning equipment/utensils in a good condition. Ensuring that lights, air-conditioners, etc. are switched on/off in designated areas. Reporting any breakages of defective equipment and shortages of products to the immediate superior. Safeguarding of Gym equipment. Responsible for access control at the Gym. Handing out pamphlets to the community. Assist with outreach programmes in the Breede Valley Municipal area. Assisting with completing community surveys. Adhering to Health and Safety regulations as set out in the related Council's Policy, in accordance with the Occupational Health and Safety Act.

Minimum Requirements: 0 - 1 years' experience required. Basic literacy.

Other Requirement: Good interpersonal and communication skills; Be able to work independently; Proficient in at least 2 of the 3 official languages of the Western Cape; Attention to detail.

Preferred Requirement: Grade 10, and 6 Weeks relevant experience.

Competencies: (For detail description of competencies, read competency level 1 on page 522 - 530 of Competency Framework, on our website / on this - <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Functional Competencies: Performs routine work; Takes basic instruction; Performs digging, sweeping, lifting, packing, cleaning, tea-making, operating levers; and performs basic implements

Public Service Orientation Competencies: Able to understand basic verbal instructions from supervisors and colleagues; Checks own understanding of tasks and expectations to avoid making mistakes; Understands basic technical jargon.

Personal Competencies: Conducts self in accordance with organisational values and Shows willingness to learn new things and acquire knowledge.

PLEASE NOTE: *Please read the below conditions carefully, only those who comply with the conditions will be considered*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a new Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the link: <https://bvmjobs.mcidirecthire.com>
6. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
7. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government : Municipal Staff Regulations.
8. **For enquiries contact the Human Resources Office at 023 348 4961** or on email address: ssatarein@bvm.gov.za / mntukulo@bvm.gov.za / mmbiza@bvm.gov.za
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Fraudulent qualifications documentation will immediately disqualify any applicant.
11. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **02 June 2023 at 13:00.**

The Municipality reserves its right not to make an appointment.