



(INTERNAL & EXTERNAL ADVERTISEMENT)

**DIRECTORATE: COMMUNITY SERVICES
DIVISION: COMMUNITY FACILITIES
SECTION: SPORT GROUNDS AND SWIMMING POOLS
LOCATION: WORCESTER (BOLAND PARK)**

**GENERAL ASSISTANT
(PERMANENT)**

SALARY: R 112 722.46 – R 133 085.32 per annum [T3]

Ref: CS/CF/SGSP01/0523

Job Purpose: Undertakes activities associated with maintaining the cleanliness of public convenience facilities, using tools and machines to cut, trim and shape lawns etc., washing and wiping ceramic surfaces and floors and, cleaning and disinfecting ablution units in accordance with laid down instructions supporting acceptable standards of service delivery and preparation of sport grounds..

Duties:

- Receiving verbal instructions from the caretaker on the work programme and/or maintenance and cleaning priorities related to specific facilities.
- Cleaning, maintaining and the upkeep of sport grounds.
- Cutting/trimming lawns and verges using hand held machines (bush cutters, lawnmowers, tractors, cricket pitch roller) and/ or tools (shears, lashers) for the clearing of overgrown shrubs.
- Mopping floors and washing/disinfecting ablution units, replacing items (toilet rolls) and checking and reporting defective items to the immediate superior for attention.
- Commencing with cleaning sequences, mixing and using chemical detergents to remove stains/dirt from painted or ceramic surfaces.
- Unblocking drains or ablution units using specific chemicals and cleaning rods to dislodge/breakdown debris/obstruction and checks functionality of systems.
- Maintain paint and repair buildings (clock rooms etc.) and sport grounds
- Promoting the sport grounds to visitors (cleaning).
- Adhere to all safety procedures and attend to the application thereof
- Collect and load of materials and equipment at collection points.
- Offload materials from vehicles at designated areas.
- Attend to general housekeeping requirements in accordance with laid down quality and safety standards.

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

Other Requirement: Machine operation skills, Basic life skills, Machine operation skills, Attention to detail, Proficiency in at least 2 of the official languages in the Western Cape.

Preferred Requirement: Grade 8 and relevant experience.

Competencies: (For detail description of competencies, read competency level 1 from page 522 of the Competency Framework on our website / on this link- <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.