

# CAREER / OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

**Garden Route District Municipality is fully committed to Employment Equity.**

**Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.**

**Applications are invited for the following vacancy in the Roads and Transport Planning Services Department.**

## **GENERAL ASSISTANT (CLEANER) (GEORGE)**

**Salary:** R 112 633.92 – R 132 964.92 per annum (T3)

### **Minimum requirements:**

- Grade 8
- Must be able to read and write
- 3 – 6 months relevant experience
- Language proficiency in two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

### **Duties:**

- Provide comprehensive cleaning services to the main building of Roads services at the George Depot including two training rooms.
- Provide beverages before and during official meetings to officials and visitors.
- Ensure the cleanliness of ablution facilities according to agreed schedules.
- Assist service providers (caterers) with preparations for catering, serving and clean up after service.
- Assist other Departments when needed to ensure effective service delivery.
- Performs additional duties as needed and when requested by Supervisor / Section head
- Administrative functions to be performed
- Responsible for equipment and resources
- Required to perform additional sanitising / cleaning or any related functions during a pandemic, emergency situation or ad hoc event

### **Competencies Requirements**

- Managing work
- Work place safety
- Task Accountability
- Quality Orientation
- Oral Communication
- Service Delivery Orientation
- Interpersonal Relationships
- Communication
- Action Orientation
- Resilience
- Accountability and ethical Conduct
- Learning Orientation
- Impact and influence
- Team Orientation

### **Note (s):**

- Applicants should confirm their employment history by submitting the following supporting documentation:
- Qualifications (Degree/Diploma - Statement of results is not acceptable);
- Identity Document (SA);
- Confirmation of current / previous employment;
- Any other applicable documentation required.
- Candidates must be willing to be subjected to a medical fitness test and criminal record check.
- Your application will also be subjected to references from your previous or current employers.
- No late or faxed applications will be accepted.

**Probation period:** 6 months

### **Benefits:**

- Subsidised housing-, medical-, pension- and group insurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.

### **Application forms and further information:**

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original Certified (not older than 3 months), copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530 or email to [info@gardenroute.gov.za](mailto:info@gardenroute.gov.za). The application forms are available at the offices of Garden Route District Municipality or visit our website at [www.gardenroute.gov.za](http://www.gardenroute.gov.za). For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413. Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

**The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.**

**Closing date:** Friday, 09 December 2022 before 13:30

**Notice no:** 120/2022

**MG STRATU  
MUNICIPAL MANAGER**



**Candidates with disabilities are encouraged to apply**

