



**NDWEDWE LOCAL MUNICIPALITY  
UMASIPALA WASE-NDWEDWE**

<b>DEPARTMENT</b>	: CORPORATE SERVICES
<b>POSITION</b>	: GENERAL ASSISTANT-BHAMSHELA THUSONG CENTRE
<b>NATURE OF APPOINTMENT</b>	: PERMANENT
<b>TASK GRADE</b>	: 03
<b>SALARY NOTCH</b>	: R104,271.94
<b>SALARY SCALE</b>	: R104,271.94pa-R123,117.47 pa
<b>REF. NO</b>	: KZ293CORP025

**MINIMUM REQUIREMENTS:**

Minimum of NQF Level 1 (from Grade 4 to Grade 9) twelve months working experience required.

**KNOWLEDGE, SKILLS, COMPETENCE**

- Basic verbal and written communication skills.
- Able to work under pressure.

**KEY PERFORMANCE AREAS**

- Cleaning, washing of floors, walls, etc.
- Vacuum cleaning.
- Empty of litter bins.
- Polishing and dusting of the designate areas (which may include toilets and shower area) the fixtures and fitting using, where appropriate, powered equipment.
- Wiping furniture, doors and polishing door glass.
- Mopping and spray cleaning hard floor surfaces.
- Cleaning toilets including sanitary fittings and surrounds.
- All defects / hazards must be immediately reported to the Admin Officer or Admin Manager.
- To ensure that Health and Safety regulations are adhered to all times.
- To ensure that safe working practices are always applied.
- Clearing of bushes, branches and trees using bush knives and other tools
- Cutting of overgrown grass using brush cutters
- Removing weed, planting and pruning flowers in the garden.
- Removal, lifting, loading and offloading of office equipment.
- Picking up litter and /or items lying in open spaces.

**BENEFITS**

- 13<sup>th</sup> cheque, leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsid

**CLOSING DATE: 19 NOVEMBER 2020**

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID, and all qualifications must be forwarded to: - **The Municipal Manager, Ndwedwe Local Municipality, P/Bag x 503, Ndwedwe, 4342 . Attention to: Mr. BA Buthelezi- Manager Human Resource.**

Faxed, e-mailed, Z83 form and late applications will not be considered.  
Enquiries can be directed to **Human Resource Office Tel: 032 532 5000**  
Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful.

The Municipality subscribes and promotes the principles of employment equity and affirmative action.

**APPROVED BY:**

**DATE:**

  
**MR. MF HADEBE**  
**MUNICIPAL MANAGER**

09/11/2020