



**NDWEDWE LOCAL MUNICIPALITY
UMASIPALA WASENDWEDWE**

DEPARTMENT	: CORPORATE SERVICES
POSITION	: GENERAL ASSISTANT X1
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 03
SALARY NOTCH	: R 124 692.46
SALARY SCALE	: R 124 692.46 pa – R 147 228.68 pa)
REF. NO	:KZ293 CORP043

KEY REQUIREMENTS

Minimum of NQF Level 1(from grade 4 to Grade 9) with twelve (12) months working experience required.

KNOWLEDGE, SKILL & COMPETENCY

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

KEY RESPONSIBILITIES

- Cleaning, washing of floors, walls etc.
- Vacuum Cleaning
- Empty of litter bins.
- Polishing and dusting of designated 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 Admin Officer or Admin Manager
- To ensure that Health and Safety regulations are adhered to at all times.
- To ensure that safe working practices are applied at all times.
- Clearing of bushes, branches and trees using bush knives and other tools
- Cutting of overgrown grass using brush cutters
- Removing weed, planting and pruning of flowers in the garden
- Removal, lifting, loading and offloading of office equipment
- Picking up litter and / or items lying in open spaces

BENEFITS

- 13th cheque,leave,100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy

CLOSING DATE: 07 NOVEMBER 2024 @ 16H00

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource** on this telephone number **(032) 532 5000.**

Faxed, e-mailed, Z83 form late applications will not be considered.

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.



MR. SDG KHUZWAYO
MUNICIPAL MANAGER

18/10/2024

DATE