



An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
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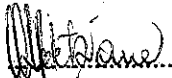
Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng and Mohokare, Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the Municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant and strategic position:

EXTERNAL JOB ADVERTISEMENT: GENERAL ASSISTANT (PERMANENT)	
JOB TITLE	General Assistant
REPORTING TO	Facility Management Officer
MAIN PURPOSE OF THE JOB	Maintaining Cleanliness of designated areas
NO. OF INCUMBENTS	1
LOCATION	Xhariep District Municipality (Trompsburg)
BASIC SALARY	R120 387.46
PREFERRED MINIMUM EDUCATION	Standard 8/ Grade 10 & ABET Level 4.
KEY PERFORMANCE AREA	<ol style="list-style-type: none"> 1. Maintains the cleanliness of designated areas (Auditoriums, reception area, side hall, council chamber, boardrooms, circle area, corridors, offices and storerooms. 2. Locating the furniture/ equipment for re-location and checking or removing connectivity to power sources and/ or securing loose shelving to avoid damage during movement. 3. Removing and replacing refuse bags from collection bins in public areas. 4. Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags/ materials onto/from vehicles. 5. Removing and washing off debris from tools; 6. Placing and stacking tools in designated storage area and/ or verbally reporting the condition/ status of tools to the immediate superior
PREFERRED MINIMUM EXPERIENCE	Provable experience in General Assistance complemented by knowledge of safety standards
APPLICATIONS TO BE DIRECTED TO	<p>Interested applicants can forward their applications, accompanied by certified copies of qualifications and ID to: The Director Corporate Services: : Adv ZQ Majenge; Private Bag X136; Trompsburg 9913.</p> <p>NOTE: No faxed or emailed applications will be accepted.</p> <ul style="list-style-type: none"> • The Municipality reserves the right to reference check all short listed candidates and to verify their qualifications.

	<ul style="list-style-type: none"> • The employer reserves the right not to fill this position. • Correspondence will be limited to short listed candidates only. • Applicants who have not been contacted within 30 Days from closing date should consider their application unsuccessful. • All enquiries in this regard should be directed to Mbulelo Jafta, Manager: Human Resources and Labour Relations. Tel: 051 713 9300/0788006212
CLOSING DATE OF APPLICATIONS	13th December 2018
DATE OF PUBLICATION	26th November 2018
MUNICIPAL MANAGER	Ms LY Moletsane

Approved by:



Ms LY Moletsane
Municipal Manager
Xhariep District Municipality