



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, 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 post.

POST NO	EXTERNAL JOB ADVERTISEMENT : General Assistant x 2	
1	Job Title	General Assistance
	Reporting Responsibility	Facility Management Officer
	Responsibility	<ol style="list-style-type: none"> 1. Undertake specific activities associated with the maintenance of facilities, furniture ,light equipment and gardens /premises to ensure laid down instruction are complied with and /or specific deadlines and productivity standards are accomplished ,by <ul style="list-style-type: none"> ✓ Receiving verbal instructions from the immediate superior on the work program/and or cleaning priorities related to specific facilities. ✓ Commencing with cleaning sequence, mixing and using chemical detergents to remove stains, dirt from painted ceramic surfaces. ✓ Unblocking drains or ablation units using specific chemical and cleaning rods to dislodge/breakdown debris/obstruction and checks functionality of systems. 2. Cleaning and attend to the storage and care of maintenance tools and equipment to ensure general housekeeping requirements are attended to in accordance with laid down quality and safety standards ,by <ul style="list-style-type: none"> ✓ Removing and washing of debris from tools and /or equipment by using hand held hoses. ✓ Placing and stacking tools and equipment in designated storage area and /or verbally reporting the condition /status of tools to the immediate supervisor. 3. Rendering and in- house –catering/ refreshments service /to prepare meals /refreshments /food for workshops and meetings. 4. Maintain the cleanliness of designated areas.
	No. of positions	2
	Qualifications	Basic Adult Education
	Requirements	Physical attributes is required for the performance of task associated with specific key performance areas in the post .
	Remuneration	R136 225,78 per annum
	Specialised Training	None
	Experience	None
	Knowledge and Skills	None
	Behavioural Competencies	Integrity Honesty and confidentiality.

		Ability to work under pressure.
Instructions to applicants		<ul style="list-style-type: none"> ❖ Applicants are informed that all the necessary checks/ vetting to ensure suitability conducted. ❖ Applications should include a cover letter; resume and certified copies of qualifications and ID. ❖ The reference checks will be done to all shortlisted candidates. ❖ No email or faxed applications will be accepted. ❖ Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful. ❖ Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates ❖ <i>Canvassing either a Councillor or any municipal official for this position automatically disqualifies the candidate.</i> <p>NB: Previously disadvantage people are encouraged to apply for the vacant positions.</p>
Applications should be directed to		The Municipal Manager: Ms LY Moletsane ; Private Bag X136; Trompsburg; 9913
Enquiries with regard to these positions should be directed to		Ms Nono Buda Human Resources Management Officer (Recruitment and Employee Wellness) Telephones: 051 713 9325
Date of Publication		12 November 2020
Closing Date for Applications		26 th November 2020
Municipal Manager		Ms LY Moletsane Municipal Manager Xhariep District Municipality

Approved by


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Ms. LY MOLETSANE
MUNICIPAL MANAGER