An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
Email: mailebo@gmail.com Website: www.xhariep.gov.za

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe 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	**JOB ADVERTISEMENT**	
1	**Title**	**GENERAL ASSISTANT (Permanent)**
Ref. No. DSC054/11/2026	**Reporting to**	**Facility Management Officer**
	Maintains the cleanliness of designated areas (Auditoriums, reception area, side hall, council chamber, boardrooms, circle area, corridors, offices and storerooms) to ensure laid down instructions are complied with and tasks undertaken are completed to acceptable standards: a) Commencing with cleaning sequence, using detergents to remove stains/ dirt from painted/ polished or carpeted surfaces. b) Vacuuming carpeted floor areas, dusting and tidying desktops and shelves. c) Cleaning of facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc and checking and reporting defective items to the immediate superior for attention; d) Sweeping and washing of balcony, sliding doors and fire entrance e) Removing and replacing refuse bags from collection bins in public areas. f) Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags/ materials onto/from vehicles. g) Communicating work related problems to the immediate supervisor as these problems arises. h) 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. i) Determining and/ or communicating with the immediate superior on method/ routing (trolley, physical application) taking into account safety requirements.	

	1
	Trompsburg
	Grade 12
	R171 166,32 per annum
	Able to clean and maintain cleanliness.
	Good Communication Skills Administration Understanding Sound human relations Able to read and write
	Take instructions Self-motivated and driven. Working on strict deadlines Ability to work unsocial hours. The ability to deal with conflict and capacity to withstand stress

Please note:

1. Application form for employment is obtainable in Gazette No. 45181 - www.xhariep.gov.za appear as Annexure B, page 762 of 770
2. Applicants are informed that all the necessary checks/vetting to ensure suitability conducted.
3. Applications should include the covering letter/Application form; resume and certified copies of qualifications and ID.
4. The reference checks will be done to all shortlisted candidates.
5. No emailed or faxed applications will be accepted.
6. No late application will be considered.
7. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.
8. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.
9. Financial and Supply Chain Management Competency Areas as required in terms of GNR493, as published in Government Gazette No. 29967 of 15 June 2007
10. Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before short list is compiled.

Applications should be directed to:	The Municipal Manager: Ms LY Moletsane 20 Louw, Trompsburg, 9913
Enquiries	Ms. Ntombentle Mbangula Tel. 051 0112238 /Cell: 083 3454256
Date of Publication	16 November 2026
Closing Date	03 December 2026

Approved by: .....
Me. LY Moletsane
Municipal Manager