

MAGARENG



MUNICIPALITY

## **INTERNAL ADVERT FOR CONTRACT WORKERS**

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

DIRECTORATE: CORPOTE SERVICES  
DIVISION: CORPORTE ADMIN  
POST: CLEANER X3 (Permanent)

SALARY : R117 564.00 (POST LEVEL 3)

### **MINIMUM QUALIFICATIONS / POST REQUIREMENTS**

- Ability to read, write and count.
- 6 Months experience
- No criminal record.

### **KNOWLEDGE**

- Good interpersonal and communication skills
- Be able to work independently
- Good cleaning skills
- Attention to detail

### **COMPETENCIES**

*The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations of 20 September 2021.*

### **KEY PERFORMANCE AREAS**

- a) Cleaning and maintaining the offices on a regular basis.
- b) Ensuring that the area of jurisdiction is in a clean and neat condition.
- c) Serving personnel, councillors and visitors with tea / coffee / water.
- d) Watering the plants inside the building.
- e) Assisting to clean various assets of the Council on command of supervisor.
- f) Rendering general office cleaning duties and to empty rubbish bins.
- g) Assisting to prepare venues during and for meetings / training and workshops and to set chairs and tables in this regard.
- h) Safe keeping of awarded keys of office buildings and to hand over / collect keys in this regard.
- i) Executing duties i.e. vacuum, sweep, dust, polish floors and furniture of the Council's buildings and - offices with the vacuum cleaner and brooms.

**PLEASE NOTE:**

1. The municipality is an Equal Opportunity Employer and will observe the requirements of employment equity policy and it's EE Plan;
2. No late or faxed applications will be considered;
3. Candidates who have been recommended for appointment by the selection panel will be subjected to security vetting/screening, criminal record and employment history/reference check and disclosure of interest;
5. Suitably qualified applicants must submit their application with a detailed CV, certified copies of certificates, Identity document (certified copies must not be older than 3 months) to the **Human Resource Manager P.O. Box 10 Warrenton Northern Cape 8530**;
6. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful;
7. The municipality reserves the right to appoint or not appoint any person;
8. **Closing Date: 10 September 2024**

Enquiries can be directed to Mr Oregolele Mokwa (HR Manager)

Tel: 053 497 3111 during office hours (07:30 - 16:00)

