



## **KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

### **APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION**

**DEPARTMENT: CORPORATE SERVICES**

**POST: GENERAL WORKER: OFFICE CLEANING X3**

**REFERENCE NO: KLM 04/2024/2025 ANNUAL REMUNERATION WILL BE BASED ON A TASK 3 (R119 919)**

### **QUALIFICATIONS AND EXPERIENCE**

- Grade 10 / Standard 8 (NQF2)

### **REQUIREMENTS AND SKILLS**

- Be prepared to be hands on
- Physically sound and healthy
- Willingness to work in inclement weather conditions
- Must be responsible, disciplined and able to work in a team environment
- Ability to give attention to detail
- Be able to work after normal working hours and planned overtime

### **KEY PERFORMANCE AREAS**

- Ensure that the cleanliness of the office and designated areas is maintained
- Ensure that chemical detergents are mixed and used to remove stains and dirt from painted, polished or carpeted surfaces
- Ensure that carpeted floor areas are vacuumed and desktops and shelves are dusted and tidied
- Ensure ablution facilities are cleaned, floors are mopped and ceramic surfaces are wiped, toilet rolls, towels etc. are replaced and defective items are reported to the immediate superior for attention
- Clean windows
- Prepared beverages and serve to personnel and ensure cutlery and crockery are washed using detergents, rinsed and packed into the cupboards
- Provide general support services as needed in the offices
- Request cleaning materials
- Performs other related duties as required.

### **Financial interest;**

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc.; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager  
Attention: Adv. W Blundin  
Kgatelopele Municipality  
P.O. Box 43  
DANIELSKUIL  
8405

### **Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Acting Senior Human Resource Officer: Ms. C. van Rooyen  
(053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and  
Fridays till 15:30pm.

**CLOSING DATE: 12 September 2024 at 12:00pm**