

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

EXTERNAL ADVERTISEMENT POSITION: OFFICE CLEANER X2 PERMANENT POSITION DEPARTMENT: CORPORATE SERVICES LOCATION: STANDERTON Reference number: MP305/CS/OC/02 Salary: R180 370.13 per annum. Task Grade 06

Minimum Requirements

- Grade 11
- Grade 12 certificate will be added advantage
- 1-2 years' relevant experience
- Basic knowledge of general hygiene practices
- Strong interpersonal and Communication Skills

Key Performance Areas

- · Cleaning of offices, all halls and public buildings
- Sweeping, washing, scrubbing, polishing floors
- Dusting and vacuuming
- Arranging tables and/or chairs for functions in hall such as dances, concerts, meetings, etc.
- Cleaning windows, Dusting tables,
- Changing bulbs in halls, offices, passage as and when needed
- · Cleaning of halls after each function
- Spraying furniture
- Vacuuming and washing carpets as and when required
- Washing walls
- · Scrubs and polishes floors using floor cleaning machines
- Filling the water bottles with clean water
- Moving furniture within the offices of the municipality
- Cleaning the surroundings of the halls (picking up litter)
- Preparing tea and coffee crockery for meetings
- Serving refreshments
- · Counting cutlery and crockery (i.e. hired out to users of the halls) before usage
- Washing after usage
- Counting cutlery and crockery after usage and take back to the storage
- Writing down breakages or shortages and reporting same to supervisor to take further action for recovery of costs from the hirer.

NB: Candidates shortlisted for positions involving hazardous condition will be required to provide fitness certificate upon appointment at their own cost.

Inherent requirements

 Physical fitness; Stamina; Attention to detail; Time management; Reliability; Basic cleaning knowledge; Communication skills; Strong sense of responsibility and team orientation

Please note:

- Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to The Municipal Manager (Attention Manager Human Resources), PO Box 66, Standerton, 2430 or hand-deliver such at the Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.
- Faxed or e-mailed applications will not be considered.
- Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
- 4. Lekwa Local Municipality serves the right not to make any appointment.
- 5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
- 6. The successful applicant must enter into a Performance Agreement with the Employer
- 7. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
- 8. People from previously disadvantaged groups and people with disability are encouraged to apply &.
- 9. The application for employment form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must completed. Applications not submitted with the fully completed official form will not be considered.
- 10. For further enquiries please contact the Human Resources Administration Officer, Mr F.N Gqwashu at fgqwashu@lekwalm.gov
- 11. Closing date for applications: 20 March 2025

Notice; 05/2025

MUNICIPAL MANAGER