

**Ubuntu Municipality**



**EXTERNAL ADVERTISEMENT**

**NOTICE NUMBER:05/2022**

**DIRECTORATE: CORPORATE AND COMMUNITY SERVICES**

**CLEANER: PUBLIC LIBRARY (X1 POSITION)**

**DURATION :1 YEAR CONTRACT**

**SALARY: R 103 446.24 ALL INCLUSIVE PACKAGE**

**REQUIREMENTS:**

- An acceptable level of primary education (NQF 2)
- Good Interpersonal communication skills
- At least 4-6 months relevant work experience
- Sober Habits
- The ability to work under pressure

**KEY PERFORMANCE AREAS**

- Clean, dust, and polish furniture and fittings
- Operate a vacuum cleaner to clean floors and work areas
- Sweep, mop, scrub and polish floors
- Clean walls and windows
- Empty and clean waste containers
- Prepare and clean boardrooms at the library before and after meetings
- Clean toilets within the library and around the library to ensure that the facilities are hygienic and safe for use.
- Inform the SCM Clerk if stock needs to be replenished before the usual time
- Complete a stock taking list of kitchen utensils and cutlery (cups, glasses, plates, cutlery etc.) monthly and gives it to Customer Care Accounts Clerk.
- Keep the kitchen neat at all times. Maintains the kitchen equipment (urn, microwave) in good working condition at all times
- Receive schedule of meetings and required refreshments daily
- Serve refreshments as requested.

**PLEASE NOTE:** No faxed or emailed applications will be accepted. A covering letter clearly stating the position you are applying for, certified copies of academic qualification and a copy of your curriculum vitae must be accompany all applications.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager, Ubuntu Municipality ,78 Church Street, Victoria West 7070

**CLOSING DATE: 09 SEPTEMBER 2022**

- ❖ Canvassing for appointment will automatically be disqualified
- ❖ If no reply to your application has been received within thirty (30) days of the closing date, you should consider your application as being unsuccessful
- ❖ No late, facsimile or email applications will be accepted
- ❖ No applications will be considered without certified copies of the original documents
- ❖ Correspondence will be limited to short-listed candidates



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**Ms. NM MKONTWANA**  
**Acting Municipal Manager**  
**Ubuntu Local Municipality**  
**Private Bag X 329**  
**Victoria West**  
**7070**