

<b><u>POST 21/107</u></b>	:	<b><u>CLEARNERS SUPERVISOR REF NO: CS/01/05/2025</u></b> Branch: Taletso TVET College Directorate: General Administration Support Lichtenburg Campus
<b><u>SALARY</u></b>	:	R193 359 - R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Lichtenburg Campus
<b><u>REQUIREMENTS</u></b>	:	Minimum Matric/Grade 12, Minimum 2 years supervisory experience in a similar environment, Ideal experience in commercial or hospitality industries advantageous, Safety standards and management. Skills and Competencies: Attention to detail, Sense of urgency, Able to work under pressure, Be flexible and adaptable, Able to work independently, good communication skills.
<b><u>DUTIES</u></b>	:	Ensure work schedules/job cards are in place for each position and relevant to site, Report maintenance and safety concerns to the manager on a day-to-day bases, ensure consistently high service standards are maintained for all services in scope with regular inspections, ensure that staff are correctly and smartly dressed displaying a name badge. Highlight to sites the importance of always upholding the company image, ensure that cleaning methodology are strictly adhered to in line with company policies, quality programmes and legislation, managing company assets by performing monthly spot checks on high value items. When checking assets ensure that equipment is kept in a good condition and repaired and serviced when required, Do daily checks and follow-ups, Report maintenance and safety concerns to the manager on a day-to-day basis, Maintain personal health, hygiene and professional appearance, Responding to management request timeously and providing necessary action required, Hospitality or commercial experience, To maintain a high standard of morale and motivation through good communication skills, Ensure work schedules/job cards are in place for each position and relevant to site.
<b><u>ENQUIRIES</u></b>	:	Ms KL Mooka Tel No: (018) 384 2346/50
<b><u>APPLICATIONS</u></b>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABCO, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/108</u></b>	:	<b><u>HANDYMAN</u></b> Branch: Taletso TVET College Directorate: General Administration Support Lehurutshe Campus
<b><u>SALARY</u></b>	:	R163 680 - R192 810 per annum (Level 03)

<b><u>CENTRE</u></b>	:	Lehurutshe Campus Ref No: HM/02/05/2025 Lichtenburg Campus Ref No: TA/03/05/2025
<b><u>REQUIREMENTS</u></b>	:	Grade 10, ABET level 3 or recognized trade certificate. Minimum of three (3) years 'experience in building maintenance. Welding experience will be an added advantage.
<b><u>DUTIES</u></b>	:	Perform minor maintenance i.e., unblock drains, urinary and toilets. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this post. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this post. Perform minor maintenance i.e., unblock drains, urinary and toilets. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this.
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