

schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Drafts routine correspondence and reports. Does filing of documents for the Director and the unit where required. Administers matters like the leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments, etc. Collects all relevant documents to enable the Manager to prepare for meetings.

ENQUIRIES : Mr S Menye – Tel number: 051 492 1747
APPLICATIONS : Applications must be submitted electronically via email to: e-recruitmentfspwi01@fsworks.gov.za

POST 37/103 : **SUPERVISOR: CLEANING SERVICES**
 Directorate Operational Property and Housekeeping

SALARY : R193 359.per annum (Level 4)
CENTRE : Motheo/Xhariep Ref No: PWI 25/36 (3 Posts)
 Thabo Mofutsanyane: Ref No: PWI 25/37 (3 Posts)

REQUIREMENTS : Appropriate NQF level 4 qualification / ABET. 2 years' experience in the cleaning services environment. Competencies: Basic numeracy and Literacy. Good interpersonal and communications skills, must be able to handle confidential information. Experience and knowledge of various cleaning consumables and operation of cleaning equipment. Knowledge of health and safety requirements and understanding of applying or using chemicals correctly.

DUTIES : To oversee cleaning services of offices, corridors, general kitchens, restrooms and bathrooms. To develop and update the cleaning roster. Provide guidance and advice to cleaners in terms of the cleaning services. Perform administrative and related functions. To manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment. Ensure proper utilization of equipment and cleaning material, by providing training in correct procedures. Make a requisition for cleaning materials and issue them. To supervise human resources/staff, Allocate and ensure quality of work, Personnel development. Assess staff performance and apply discipline.

ENQUIRIES : Ms S Magashule – Tel number: 051 492 7542/7523
APPLICATIONS : Applications must be submitted electronically via email to: e-recruitmentfspwi01@fsworks.gov.za

POST 37/104 : **CLEANER**
 Directorate Operational Property and Housekeeping

SALARY : R138 486.per annum. (Level 02)
CENTRE : Motheo/Xhariep Ref No: PWI 25/38 (20 Posts)
 Thabo Mofutsanyane: Ref No: PWI 25/39
 Fezile Dabi X3 Posts: Ref No: PWI 25/40

REQUIREMENTS : Appropriate NQF level 2 qualification / ABET. Competency: Basic numeracy and Literacy. Good interpersonal and communications skills, must be able to handle confidential information. Knowledge of various cleaning consumables and operation of cleaning equipment. Basic knowledge of health and safety requirements and understanding of applying or using chemicals correctly.

DUTIES : To ensure general cleanliness of the offices, corridors, elevators and boardrooms by dusting and waxing of office furniture, sweeping, scrubbing and waxing floors. To ensure that waste items are removed inside and outside the buildings on a daily basis. Attend to other related cleaning duties as may be allocated by supervisor. Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms, vacuum cleaners, polishers etc.) to ensure a high level of hygiene in the offices. Empty dustbins. Wash crockery and cutlery of Component and officials. Dust furniture in offices. Vacuum carpets. Sweep offices. Polish furniture. Sweep corridors and vacant offices. Wash windows/walls. Clean and keep toilets tidy. Replace toilet rolls and soap, hand towels and refreshers. Empty and wash waste bins. Report broken cleaning machines (microwaves, vacuum cleaners, etc.) and equipment after use.

ENQUIRIES : Ms S Magashule – Tel number: 051 492 7542/7523

APPLICATIONS

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