



WATERBERG DISTRICT MUNICIPALITY

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post:

INTERNAL / EXTERNAL

CORPORATE SUPPORT AND SHARED SERVICES OFFICE CLEANER: POST LEVEL 15

SALARY: R 52 884 – R 58 080

BENEFITS: NORMAL MUNICIPAL BENEFITS

Requirements:

A minimum of Standard 8 qualification. The incumbent must be able to read, write, and be able to communicate in at least two official languages preferably Sepedi and English.

Key Performance Areas:

- Internal cleaning of municipal offices, passages, kitchens and toilets
- Making tea and coffee for officials and guests
- Safekeeping of cleaning equipments
- Assist with arrangements and catering during functions and meetings
- Preparing offices for new employees with regards to cleanliness
- Relieve at the switchboard when required
- Reporting all non-functioning equipments to the Supervisor.
- Attends to specific requirements associated with the movement of office furniture
- Assist other cleaners during Council functions and other events in the district.

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications and academic record, ID and covering letter indicating the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality Cnr Harry Gwala and Church Streets, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified.

All qualifications and references of shortlisted candidates will be verified.

Further enquiries maybe directed to Acting Divisional Manager Human Resources, Mr S. Mthombene at tel. no. (014) 718- 3367 during office hours

Closing date: 21 November 2008 at 16:15

Should you not be contacted within 30 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised posts.

**NC MOTSEPE
MUNICIPAL MANAGER**