

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".*

**APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.

**FOR ATTENTION** : Mr K Futhane

**CLOSING DATE** : 2 June 2017 @16:30

**NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

**OTHER POST**

**POST 20/45** : **ASSISTANT CATERING MANAGER**  
Directorate: Corporate Support Services

**SALARY** : R285 648 per annum (level 8)

**CENTRE** : Cape Town

**REQUIREMENTS** : A Senior Certificate plus a recognised three (3) year Chef/Catering National Diploma or equivalent qualification in the hospitality industry on NQF level 6. Minimum of 1 years' relevant experience. A good communicator (both oral and writing), client orientated, customer focused, honest, have integrity and a service delivery innovator. Must be willing to work extended hours when necessary and working under pressure. Ability to operate all catering equipment. Knowledge of Health and Safety within the Hospitality Industry.

**DUTIES** : The successful candidate will be responsible to assist the Catering Manager with the co-ordination and execution of cooking and catering for functions i.e Banquets, Formal and Informal events. Responsible for all catering needs of the residence during the absence of the Catering Manager. Practice self-hygiene to the highest standard. Jointly responsible for supervision of subordinates, delegation of duties, ensure that all security regulations are followed, assist with access control of non-catering personnel in catering area. Liaise with Household Management and assist with the planning of daily catering requirements at the Residence with regard to functions and meetings of the Principals. Liaise, report and follow up all maintenance requests to the Department of Public Works relating to catering equipment and in Catering area, ensure that all storage areas are managed accordingly to the correct standards. Ensure sufficient stock levels are maintained. Assist the Catering Manager with daily and long-term procurement processes; ensure that all documentation relating to purchases is processed accordingly.

**ENQUIRIES** : Mr E White Tel: (021) 689 9121