

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be placed in the application pigeon holes at the reception area on the Ground Floor.
- CLOSING DATE** : 13 October 2017 (e mailed, faxed and late applications will not be considered)
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POST

- POST 40/24** : **CLEANER (NDT18/2017)**
- SALARY** : R90 234 per annum level 02
- CENTRE** : Pretoria
- REQUIREMENTS** : An ABET level 4 /Grade 10 or Grade 12 with one-year relevant cleaning experience. Must be a team player, have ability to work independently in a team, Client orientated, must have a sense of responsibility, loyalty and ability to work under pressure
- DUTIES** : The successful candidate will be responsible for the following key functions: Dusting and polishing office furniture, Sweeping and mopping tile floors, Vacuuming Carpets, Cleaning glass doors, Emptying/washing dustbins and replacing bin liners, Relieving on other floors, Report broken cleaning machines and equipment, Refill hand wash liquid soap, Replace toilet papers and handtowels, Empty and wash waste bins, Sweep and mopping floors, Clean mirrors and wall tiles, Sweep and mop tiled floors on public areas, Remove refuse from public areas, Clean reception area, all entrances, stairs, corridors lifts and lifts lobbies, Clean all entrance glass doors within reach and high reach, Remove chairs and other moveable furniture then vacuum area, Dust and polish furniture, Place all appliances/furniture back neatly, Clean water bottles/glasses and fill with fresh water, Remove/clean teacups, glasses and fill water bottles after meetings, Serving of water, Wash and Refill water bottles with fresh water, Clean Microwave and fridges in the kitchen, Wash dishes and appliance, Sweep/mop floor and wall tiles in the kitchen, Empty and wash dustbin.
- ENQUIRIES** : Ms M Modisakeng, Tel. (012) 444 6083
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.