

**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 Government Avenue, Union Buildings.

**FOR ATTENTION** : Ms Kefilwe Maubane

**CLOSING DATE** : 02 November 2018

**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 Qualification 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 and a Top Secret security vetting 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 42/141** : **SUPERVISOR HOUSEKEEPING (X2 POSTS)**  
Directorate: Accommodation and Households

**SALARY** : R242 475 per annum (Level 07)

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma/Degree qualification on NQF level 6 in Hospitality Management or related field. Minimum of 1 year experience in the hospitality industry. Good communication skills; client orientation and customer focus; honesty and integrity; service delivery innovation and willing to work extended hours, when necessary. Must have knowledge of Public Service Regulatory Framework relevant general public service-wide legislation; monitoring and evaluation methods, tools and techniques. Knowledge and understanding of all phases of Protocol Ceremonial and Guesthouses. Comprehensive knowledge of policies and practices related to hospitality industry. Knowledge of sanitation practices, basic cleaning, cleaning equipment and machine operating procedure and conformity to health and safety standards. Willingness to work extended hours, when required.

**DUTIES** : The successful candidate will be responsible for supervising the Household staff, allocate responsibilities to subordinates, supervise and assist when necessary with the day to day cleaning activities of the residence and pay particular attention to hygiene directives. Implement disciplinary processes and procedures where necessary. Assist with training of staff and advice on training needs in collaboration with the household management. Supervise the day-to-day cleaning by inspecting each room. Ensure that store rooms are kept clean and tidy at all times. Implement and maintain health and safety standards in accordance with relevant standards. Maintain tidiness in the residence in compliance to health and safety regulations. Provide cleaning and laundry services in the official residence. Schedule and assign rooms to be cleaned to the housekeepers. Ensure that all furniture and interior items are correctly maintained and cared for. Register and keep track of any personal items and belongings of residents and guests. Conduct routine checks in the rooms. Compile laundry inventory list and conduct routine audit. Conduct stock level verification as per inventory list on the departure of the quest and maintain records of such. Record and report losses and damages. Facilitate dry-cleaning and ironing services for the residents and guest. Ensure the residents and guests' laundry are safe and taken care of and staff uniforms are maintained, laundered and issued correctly. Perform administration duties in respect of household and maintenance services. Ensure performance agreements are developed, signed and submitted to the Housekeeping Manager. Order, store and

issue room amenities, materials and linen. Liaise closely with catering and household management regarding functions and day-to-day schedule at the residence in order to ensure relevant linen requirements are met. Conduct stock taking of cleaning equipment and linen and ensure stock is readily available. Liaise with suppliers of cleaning equipment. Report equipment malfunctions to the Housekeeping Manager. Produce periodic reports. Assist management with compiling and maintaining of standards (accommodations/services). Assist in compiling of monthly reports as well as monthly shift rosters.

**ENQUIRIES**

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Ms T Manase Tel No: (012) 342 2566