



ORBIT TVET COLLEGE

The College is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

ORBIT TVET COLLEGE invites suitable candidates to apply for the following fixed term contract posts:

Applications must be hand delivered to **ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg**, for the HR Manager's attention.

PLEASE NOTE:

A completed and signed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of **three referees** and contact details), certified copies (not older than three months) of all qualifications with academic transcripts and ID document.

Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should submit application documents for each post. Applications received after the closing date as well as those faxed or emailed will **NOT** be accepted.

CLOSING DATE: 12 June 2020 at 14:00

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification and employment verification. Where applicable, candidates will be subjected to a skills/knowledge/competence test. The College reserves the right not to appoint and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to residents from Rustenburg local municipality residents and persons from designated groups. All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas.

Post: General Assistant - Cleaner X2
Central Office: Ref No: ORB14/2020
Duration: Three (03) months fixed term contract
Salary SL2 (R 96 549 per annum plus 37% in Lieu of Benefits)

Requirements, experience and skills

- Grade 10/ABET Level 2
- Effective communication skills in home language and Basic English
- Good Listening skills
- Ability to complete operational activities timeously as required.
- Ability to perform physical activities related to cleaning.

Duties and responsibilities

- General cleaning of offices, kitchens and ablution facilities
- Preparations of venues and refreshments for meetings
- Prepare refreshments for visitors.
- Keep and maintain cleaning material.
- Assist in conducting stock taking.

Skills

- Reading
- Operating equipment
- Communication
- Communication (verbal and written)
- People management
- Office management and administration
- Analytical
- Computer literacy
- Problem-solving
- Planning and organizing