Auxiliary Clerk (COO28/2019)

Salary: R145 281 per annum (Total package of R252 152 per annum/ conditions apply)

Centres: Cape Town

Requirements:

- Applicants must be in a possession of a Grade 10 or ABET.
- Knowledge of using the vacuum cleaner.
- Understanding one of the official languages.
- Ability to work individually and in a team.
- Good interpersonal relations.
- Sense of responsibility and loyalty.
- Ability to work under pressure.
- Skills: Sound organising, planning and communication skills.

Duties:

- Provide cleaning services to the department i.e. cleaning of offices, order and control cleaning materials, vacuuming, cleaning of dust bins, wiping and dusting furniture.
- Cleaning of toilets, empty the dust bin and clean them, wash and disinfect toilet bowls, urinals and wash basins.
- Replace toilet paper.
- Clean mirrors, tiles door, wall and floor.
- Cleaning Public areas, passages, foyers and reception areas, clean glass doors, clean entrance halls.
- Cleaning boardrooms/training rooms.
- Dust and polish furniture.
- Remove chairs and other moveable furniture.


- All applications must be submitted on a signed **Z83 application form** (click bold underlined text to download PDF form) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver’s License (if required) in order to be considered.
- **Applications must be forwarded** to the Director-General, Department of Environment Forestry and Fisheries, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
- 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.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
- Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
- Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- All shortlisted candidates will be expected to avail themselves for an interview at the Department’s convenience.
- All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.
- Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- The Department reserves the right not to make an appointment.
- No e-mailed, faxed or late applications will be considered.
- If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.