



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Corporate Office
40 Cnr High & Broster Street
Private Bag X33
Bethlehem
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Tel: 058 303 1732
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APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: CLEANER
SALARY LEVEL	: 02
SALARY	: R138 486.00 P/A
REFERENCE	: MALUTITVET/CBHM013/2025
COLLEGE APPOINTMENT CENTRE	: 12 MONTHS CONTRACT : BETHLEHEM CAMPUS

MINIMUM REQUIREMENTS

- ❖ Grade 10/Standard 8/ NCV Level 2 or equivalent. Grade 12/Standard 10/NCV Level 4 will be an added advantage.

RECOMMENDATION

- ❖ Knowledge of hygiene.
- ❖ Knowledge of facilities policies.
- ❖ Knowledge of relevant legislation, prescripts, policies and procedures.
- ❖ Operating equipment.
- ❖ Communication (verbal and written)
- ❖ Problem solving

CORE DUTIES

- ❖ Cleaning offices, corridors, boardrooms and classrooms.
 - Dusting and waxing office furniture
 - Sweeping, scrubbing and waxing of floors
 - Vacuuming and shampooing floors
 - Cleaning walls, windows and floors
 - Emptying and cleaning of dirt bins
 - Collecting and removing of waste papers
 - Freshen the office areas
- ❖ Clean general kitchens by
 - Cleaning of basins
 - Wash and keep stock of kitchen utensils
- ❖ Cleaning the restrooms by:
 - Refilling hand wash liquid soap
 - Replace toilet papers hand towels and refreshers
 - Empty and wash waste bins

- ❖ Keep and maintain cleaning materials and equipments:
 - Report broken cleaning machines
 - Cleaning of machines (microwares, Vacuum Cleaners) and equipment after use
 - Request cleaning materials
- ❖ Any other reasonable duties allocated to the staff member.

Applications must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, Initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded “no” to the question “Are you conducting business with the state? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”. “If your profession or occupation requires official registration, provide date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. It is the College’s intention to promote equity (race, gender and disability) through the filling of this posts.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

Human Resource Management
Maluti TVET College: Corporate Office
Private Bag X 33
BETHLEHEM
9700

OR

Human Resource Management
Maluti TVET College: Corporate Office
Corner High & Broster Street
BETHLEHEM
9700

Enquiries: Ms LP Kubheka/Ms NJ Ntsela - Tel: 058 303 1732

Closing Date: 14 May 2025 @13:00pm

