



APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POSTS AT MALUTI TVET COLLEGE:

POSITION	: SUPERVISOR CLEANING SERVICES
SALARY LEVEL	: 04
SALARY	: R193 359.00 P/A
COLLEGE APPOINTMENT	: 12 MONTHS CONTRACT
REFERENCE	: MALUTITVET/SCSITE016/2025
CENTRE	: ITEMOHELENG CAMPUS

MINIMUM REQUIREMENTS

- ❖ Standard 8/Grade 10 or equivalent. Grade 12/Standard 10/NCV Level 4 will be an added advantage.
- ❖ 1-2 Years experience in cleaning service environment.

RECOMMENDATION

- ❖ Knowledge of Health and Safety procedures.
- ❖ Knowledge of hygiene.
- ❖ Knowledge of facilities policies.
- ❖ Communication Skills (Verbal and Written)
- ❖ Computer Literacy
- ❖ Operating equipment.
- ❖ Problem Solving
- ❖ People Management
- ❖ Planning and Organising

DUTIES

- ❖ Oversee cleaning services of offices, boardrooms, corridors, classrooms, labs, kitchen, study/exam halls and restrooms.
- ❖ Manage and ensure the maintenance of cleaning materials and equipment.
 - Ensure maintenance and replacement of cleaning machines and equipments.
 - Make requisition and issue cleaning materials.
- ❖ Supervise cleaners and groundsman:
 - Perform administrative and related functions.

- Provide guidance and advice to cleaners and groundsman.
- Develop and update the cleaning roster.
- ❖ Perform administration functions associated to cleaning services.
- ❖ Ensure that buildings/offices/classrooms areas comply with Infection Control and Hygiene regulations.
- ❖ To perform any other duties related to the post.

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.malutivet.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 OR
Private Bag X 33
BETHLEHEM
9700**

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

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

Closing Date: 20 June 2025 @16:30pm