



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

General Assistant- Cleaners x11

East London Campus –BCCELC2022

John Knox Bokwe-BCCJKB2022

St Marks-BCCSTM2022

King Street-BCCSoOT2022

Hostel-BCCHL2022

Admin-BCCAD2022

Salary Level 2 (Starting Salary R102 534 p.a plus benefits)
(College Council 3 year fixed term contract)

REQUIREMENTS:

ABET / Standard 8/ Grade 10; 1 year relevant experience in a cleaning environment; Knowledge of repetitive tasks; Knowledge of facilities policies; Knowledge of relevant legislation, prescripts, policies and procedures; Knowledge of hygiene.

KEY PERFORMANCE AREAS:

Provision of cleaning services; Cleaning offices corridors and boardrooms by; 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; Cleaning of basins; Wash and keep stock of kitchen utensils; Cleaning the restrooms ;Empty and wash waste bins Keep and maintain cleaning materials and equipment; Cleaning of machines (microwares, vacuum Cleaners) and equipment after use

SKILLS AND COMPETENCIES

Reading; Operating equipment; Communication (verbal and written); Analytical; Problem-solving; Planning and organizing; disciplined.

General Assistant- Groundsman x12
East London Campus –BCCELC2022
John Knox Bokwe-BCCJKB2022
St Marks-BCCSTM2022
King Street-BCCSoOT2022
Hostel-BCCHL2022

Salary Level 2 (Starting Salary R102 534 p.a plus benefits)
(College Council 3 year fixed term contract)

REQUIREMENTS:

ABET / Standard 8/ Grade 10; 1 year relevant experience in a cleaning environment; Knowledge of repetitive tasks; Knowledge of auxiliary services; Knowledge of relevant legislation, prescripts, policies and procedures; Knowledge of hygiene; Storage requirements.

KEY PERFORMANCE AREAS:

Maintain premises and surroundings; Clean premises and surroundings; Empty dirt bins; Maintain the garden; Watering the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply insecticides; Cultivate the soil for trees and flowers; Maintain gardening equipment and tools; Detect and report malfunctioning of gardening equipment and tools; Repair minor defects of gardening equipment and tools

SKILLS AND COMPETENCIES

Reading; Operating equipment; Communication (verbal and written); Analytical; Problem-solving; Planning and organizing; Disciplined.

ALL PERMANENT EMPLOYEES WILL BE SUBJECTED TO A YEAR'S PROBATION PERIOD AND FIXED TERM EMPLOYEES TO SIX MONTHS.

Closing date for applications: 22 April 2022 at 15:00

Candidates who are suitably qualified for the above positions should submit an official application form (Z83), a comprehensive CV and relevant certified copies; ID; qualifications, previous experience, together with the work contact details, including e-mail addresses of at least three work-related references to: **email address:bccgr2022@bcccollege.co.za**

Or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Failure to submit the required documents mentioned above or late submission your application will not be considered.

For enquiries: Ms N Mhlola-Miza on 043 704 9275.

Application forms and the full advert are available on our website, www.bcccollege.co.za.

The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of

minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.

Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.