

VACANCY

Job title:	General Assistant X 2
Type:	Permanent ☒ Fixed Term ☐ Temporary ☐
Main purpose of the job:	To maintain a safe and clean working environment and to provide office support and refreshments at specified times.
Location:	7 Esselen Street, Hillbrow
Closing date:	15 November 2024
Submit detailed CV to:	vacancy5@wrhi.ac.za
Advert reference number:	UM 30-2024
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Empty all waste bins daily.

Dust office furniture and equipment (telephones, light switches, sockets and skirting, computers, white boards, rails, stairs walls, ceilings and Ablutions.

Polish office furniture.

Sweep, mop and spring clean assigned floors and windows.

Comply with relevant health and safety policies.

Safely store cleaning materials.

Monitor the usage and stock levels of site groceries, consumables and supplies.

Report any defects to management to ensure health and safety procedures are followed and to enable repairs to be carried out.

Report anything in need of ordering/procurement, repair or replacement to management.

Perform any other tasks as per duty roster.

Setup crockery and refreshments in relevant venues at scheduled times.

Tidy and clean areas after meetings and events.

Wash crockery and pack it away neatly.

Report anything in need of ordering, repair or replacement to management.

Take ownership and accountability for tasks and demonstrate effective self-management.

Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.

Maintain a positive attitude and respond openly to feedback.

Take ownership for driving own career development by participating in ongoing training and development activities.

Required minimum education and training

Grade 12 (basic numeracy and literacy).

Desirable additional education, work experience and personal abilities

Able to work independently and manage time.

Able to work with minimum supervision.

Sound customer and service orientation.

Friendly, helpful, and professional.



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Self-motivated with a high regard for work ethic, values, and integrity

Required minimum work experience

Minimum 6 months experience in office cleaning.

Should you be interested in applying for this vacancy, please send an email to vacancy5@wrhi.ac.za. The subject heading of the email must read **UM 30-2024** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV