

VACANCY

Job title:	General Assistant
Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> 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:	Jose Pearson TB Hospital
Closing date:	21 November 2025
Submit detailed CV to:	Vacancies36@witshealth.co.za
Advert reference number:	GAJPTBH
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.
 Stock bathrooms with relevant supplies.
 Dust office furniture and equipment (telephones, light switches, sockets and skirting, computers, white boards).
 Polish office furniture.
 Sweep and mop assigned floors.
 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, 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/or events.
 Wash crockery and pack it away neatly.
 Report anything in need of ordering/procurement, 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/Matric (basic numeracy and literacy)

Required minimum work experience and abilities

At least 6 months experience in office cleaning

Should you be interested in applying for this vacancy, please send an email to Vacancies36@witshealth.co.za. The subject heading of the email must contain the vacancy reference number or 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