

VACANCY

Job title:	General Assistant
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To maintain a safe and clean working environment
Location:	PHRU – Tshepong Hospital, Matlosana, Klerksdorp
Closing date:	5 March 2025
Submit detailed CV to:	Mamosa Phashe at vacancies15@witshealth.co.za or 086 566 6659
Advert reference number:	MP – 110 -General Assistant
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

General cleaning and housekeeping.
Empty all waste bins daily, clean glass doors and mirrors, dust office furniture and equipment.
Safely store cleaning materials.
Serve refreshments at scheduled times.

Required minimum education and training

Matric or equivalent
Drivers licence and able to drive manual vehicle will be added advantage.

Required minimum work experience

Minimum 1 year experience in as a general assistant in a clinical research environment

Desirable additional education, work experience and personal abilities

Accountability.
The ability to work in a complex and demanding environment
Able to clean, cater for meetings and have good customer service.
Empathy and understanding to participants and other staff members.
Ability to multi-task

Should you be interested in applying for this vacancy, please send an email to vacancies15@witshealth.co.za. The subject heading of the email must read **MP – 110 -General Assistant** 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