

VACANCY	
<b>Job title:</b>	General Assistant
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
<b>Main purpose of the job:</b>	To provide support to the various designated departments with regards to housekeeping, boardroom arrangements and refreshments
<b>Location:</b>	Chris Hani Baragwanath Academic Hospital, Soweto
<b>Closing date:</b>	26 September 2025
<b>Submit detailed CV to:</b>	Vacancies28@witshealth.co.za
<b>Advert reference number:</b>	GA - BARA
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

#### 1. Housekeeping and Boardroom arrangements

- Wash dishes on the designated Floor immediately after each meeting or training session ensuring all dishes are washed and packed away at day end;
- Replenish tea, coffee and sugar as and when required but a minimum of once daily, in the boardroom as well as main kitchen
- Ensure flowers are kept moist and water clean at all times.
- Set tables for lunch and visitors as and when required
- Arrange refreshments and or /light snack for the boardroom before all meetings and training sessions;
- Serve refreshments for scheduled meetings within unit when requested;
- Clean Boardroom after each meeting i.e. remove all dirty crockery and cutlery
- Mop, vacuum, dust, empty waste bins at least once a day
- Wash and iron of lab coats, linen and Lab protective gear on a daily basis;
- Clean bathroom facilities and ensure that sanitary bins are taken to the lab for disposal;
- Dust windows daily and wash windows once monthly

#### 2. Stocktaking

- Count stock (perishables and Consumables) on a weekly basis and submit the count to the line manager in the prescribed format

#### 3. Customer Service

- Ensure all customer interaction (Both internal and external customers) is of the highest professional level;

#### 4. Effective self-Management and Performance Ownership

- Take ownership and accountability for tasks & activities and demonstrates effective self management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Inform relevant parties in the event of tasks or deadlines not met and provides appropriate means of resolution
- Support and drives the business' core values
- Maintain a positive attitude
- Respond openly to feedback
- Take ownership for own career development
- Manage colleagues and client's expectation and communicate appropriately
- Willing to help others and go the extra mile to meet team targets and objectives
- Manage own disruptive emotions (handle stress in ways that do not negatively impact on the team)

### Required minimum education and training

Grade 12

### Required minimum work experience

1 years' experience as a General Assistant in a Corporate Environment.

### Desirable additional personal abilities

Friendly and Approachable; Ability to prioritize; Time Management; Professional; Organized; Attention to Detail

### Demands of the job

Able to work under pressure, meticulous, overtime, speed, accuracy, ability to travel between various sites

### Communications and relationships



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Incumbent would need to be able to communicate at a high level to both internal and external customers at all levels of the organization.

Should you be interested in applying for this vacancy, please send an email to [vacancies28@witshealth.co.za](mailto:vacancies28@witshealth.co.za). The subject heading of the email must include 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