



**POST OW-HRM-0125: CLEANER (12 MONTHS CONTRACT)**

**SALARY: (R146 967.00)**

**CENTRE: OVERBERG WATER BOARD, SOMERSET WEST, WESTERN CAPE.**

Overberg Water is a Water Board established in terms of section 28 of Water Services Act, (No 108 of 1997) and is classified as Government Business Enterprise as per Schedule 3B of the Public Finance Management Act (No. 1 of 1999) as amended.

Applications are invited from results-driven and suitably qualified persons for the post of Cleaner.

**REQUIREMENTS:**

The candidate must have:

- Grade 12
- 12 months relevant cleaning and general administration experience

**DUTIES:**

- Cleaning of Corporate Offices: i.e. committee room, boardroom, windows (inside), restrooms, kitchen, foyer, patio, including furniture
- Assist in preparing the committee & board rooms for different business meetings.
- Assist with tea/coffee/water for different business meetings.
- Stock taking of office consumables as well as utensils and other cleaning materials
- Compile the requisition for replenishing the consumables and assist with the postal services.
- Take responsibility for the use of cleaning materials
- Handle routine enquiries
- Assist with record keeping/ filing
- Assist with reception duties
- Working hours: Monday to Friday from 08h00 to 17h00.

**COMPETENCIES**

Ability to work in a diverse environment, ability to read and write, good human / interpersonal skills, strong customer service focus, excellent communication skills, strong networking and consultation skills, collaboration and team player, willingness to learn across all functions.

**PLEASE TAKE NOTE:**

Applicants must submit a comprehensive CV, certified copies of qualifications, Identity Document. Please forward your application quoting the relevant reference number. No late applications will be accepted. Overberg Water Board reserves the right not to fill the position. Interested candidates can forward an application with all the necessary documentation in **ONE FILE** to <https://overbergwater.mcidirecthire.com/External/Job?Ref=> 17h00 on Thursday, 20<sup>th</sup> February 2025.

If you have not heard from us within thirty (30) days of the closing date, please accept that your application was unsuccessful. Overberg Water is committed to Employment Equity and persons from the designated groups will receive preference.

*Navali m*  
31/01/2025