



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

GENERAL ASSISTANT (GROUNDSMAN)
SCHOOL OF ENGINEERING (John Knox Bokwe Campus)
Reference BCC0819/07
Salary level 2 (Starting salary notch R102 534 p.a plus benefits)
PERSAL appointment

REQUIREMENTS:

Grade 10 or NCV Level 2 Certificate; Minimum of two years' experience in a similar cleaning environment; Ability to work with Students, Lecturer's and the Public.

KEY PERFORMANCE AREAS:

Maintenance and cleaning of grounds: Cutting of grass, gardening, cleaning of gutters; Maintenance of buildings: Painting college offices, classrooms & passages; Varnishing of wooden cabinets/doors/walls and floors; Cleaning of walls in offices, classrooms and toilets; Cutting down trees too close to buildings; Minor repairs: Doors, windows, desks, tables, chairs, toilets, sinks & taps; General Duties: Moving of assets, loading and offloading of heavy assets; Setting up of hall during functions; Refuse removal to central removal area for disposal; Cleaning of bush cutters and lawn mowers and checking of oil levels; Washing of college vehicles; Opening and closing of college vehicle venues; Report on any acts of vandalism.

COMPETENCIES:

Excellent interpersonal and communication skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours when required; Ability to work co-operatively with the public, students and staff; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.