

VACANCY

SBDM is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability and furthermore invites suitably qualified applicants to submit a detailed application for the following positions.

SARAH BAARTMAN DISTRICT MUNICIPALITY DRAWS THE ATTENTION OF ALL APPLICANTS TO ITS DECISION TO RELOCATE ITS HEAD OFFICES OUTSIDE THE NELSON MANDELA METRO MUNICIPALITY AND FURTHER CONFIRMS THAT THE RELOCATION PROCESS WILL TAKE PLACE IN FUTURE.

GENERAL WORKER: TEA SERVICES - TASK GRADE: TK 3 PERMANENT POSITION (BASIC SALARY: R99 972 - R117 420 PER ANNUM)

REQUIREMENTS: •Grade 12 or equivalent •6 months experience •Ability to speak, read and write two of the languages used within the Council •Excellent communication and interpersonal skills •Must be willing to carry out any tasks assigned by the Supervisor outside the line of duty.

KEY RESPONSIBILITIES: •Ensure that Council Staff and Councillors are served with tea and coffee directly in their offices •Serve beverages at all Council meetings •Preparing and serving beverages to personnel/ guests visiting specific Head of Departments and Councillors •Assessing and identifying the adequacy of groceries, cleaning materials and assist the section during the procurement of basic items required •Record groceries, cleaning materials and utensils in inventory book and ensure that they balance or accounted for every month •Ensure that dirty bins in the department areas and kitchen are emptied and cleaned •Wash utensils and clean kitchen floors, cupboards and equipment and ensure that the environment is kept clean at all times •Ensure that housekeeping, safety and health regulations are observed where unsafe and hazardous conditions identified are reported to the Supervisor or the relevant Officials.

CLOSING DATE: FRIDAY, 14 FEBRUARY 2020

Application forms are obtainable from the **CORPORATE SERVICES** section or contact extension 041 508 7001 or 041 508 7044 for further information. Applications containing a detailed Curriculum Vitae with certified copies of qualifications must be lodged to the **CORPORATE SERVICES** section in an envelope marked "CONFIDENTIAL" and stating the position applied for.

The following conditions are applicable:

- All applications or CV's received after the closing date will **NOT** be accepted
- Only SBDM application forms are acceptable and can be downloaded from the SBDM website

The Council reserves the right not to make an appointment. The District Municipality also does not notify applicants whose applications were unsuccessful except those invited for interviews. Applicants not contacted within six weeks of the closing date should accept that their applications were unsuccessful; however the District Municipality thanks them for showing interest.

**D.M. PILLAY, MUNICIPAL MANAGER - SARAH BAARTMAN DISTRICT MUNICIPALITY
P O BOX 318, PORT ELIZABETH, 6000
NOTICE NO. 09 OF 2020**