



# FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT  
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of quality in service rendering. The municipality has the following vacancy:

**DEPARTMENT: ADMINISTRATION**  
**VACANCY: CLEANER/TEA LADY**

Ref. no: 21/23

## PERMANENT POSITION TASK 4

**Basic salary: R121 620.00 – R146 256.00 (plus benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque)**

**Requirements:** ABET level 2 or equivalent qualification. Good communication and interpersonal skills. Proven working experience will be an added advantage. Adequate knowledge of hygiene and cleaning processes. The successful candidate must be disciplined, punctual and be able to work under pressure.

**Key Performance Areas:** Receiving verbal instruction from the immediate supervisor on the work programme, priorities related to specific departments and communicating specific cleaning material requirements. Commencing with cleaning sequence, using detergents to remove stains and dirt from painted/polished or carpet surfaces. Vacuuming carpeted floor areas, dusting and tidying desktops and shelves. Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels, etc, checking and reporting defective items to the immediate supervisor for attention. Receiving verbal instruction from the immediate supervisor on the work programme and priorities related to the provision of beverages, and communicating specific beverage requirements for staff. Preparation of warm beverages for staff, visitors and committees. Washing of utensils, etc.

**Appointments will be made according to the municipality's employment equity policy and affirmative action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications not older than 3 months.**

**Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.**

**Application forms are available from the municipal office and/or may be downloaded from the municipal website; [www.francesbaard.gov.za](http://www.francesbaard.gov.za). Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job Tel: 053-838 0912/911.**

**Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.  
FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED**

**Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.**

**Closing Date: 11 October 2023**

**MUNICIPAL MANAGER, MS ZM BOGATSU**