



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



GAUTENG
Community Education and Training
CET COLLEGE

GAUTENG COMMUNITY EDUCATION AND TRAINING COLLEGE

ADMINISTRATIVE ASSISTANT AND GENERAL ASSISTANT POSTS

VACANCY LIST 1/2019

Applications:

Must be posted to Postal Address: P O Box 4137, Southgate 2082 or hand delivered at: Head office: Block D, 2nd Floor Crownwood Office Park, 100 Northern Parkway, Ormonde 2091:

Closing Date: 26 April 2019 at 12H00

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or DPSA website which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Higher Education and Training reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification).

POST: ADMINISTRATIVE ASSISTANT X2

REF NO: HERBERT MDINGI/AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: Herbert Mdingi CLC (Orlando Soweto)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mr. Zuma (011) 935 9003/ 073 862 0047

POST: ADMINISTRATIVE ASSISTANT

REF NO: SEBOKENG/AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: SEBOKENG

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mr. Matsabu (072 752 5421)

POST: ADMINISTRATIVE ASSISTANT

REF NO: KWA-THEMA/AA/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: KWA-THEMA CLC

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mr. Sondiyazi (011) 737 7031/ 076 753 2492

POST: ADMINISTRATIVE ASSISTANT

REF NO: DENVER/AA/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: DENVER CLC (Jeppestown)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mr. Sejaphala (011) 053 9100 / 073 500 5739

POST: ADMINISTRATIVE ASSISTANT

REF NO: ALEXANDRA/AA/2019

SALARY: 163 563 per annum plus benefits

LOCATION: ALEXANDRA CLC

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Ms. P Kau 084 401 9953

POST: ADMINISTRATIVE ASSISTANT

REF NO: HOLY TRINITY/AA/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: Holy Trinity CLC (Atteridgeville)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Ms. Mmekwa (012) 373- 8640/ 082 774 9175

POST: ADMINISTRATIVE ASSISTANT X2

REF NO: BETHSAIDA/AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: BETHSAIDA CLC (Soshanguve)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mr. Makanatleng (012) 797 5617 / 082 828 9271

POST: ADMINISTRATIVE ASSISTANT

REF NO: THUTOMFUNDO /AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: THUTOMFUNDO (Vosloorus)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database of compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mr. D Ramaoka 073 309 1043

POST: ADMINISTRATIVE ASSISTANT

REF NO: THOKOZA/AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: THOKOZA

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mr. Dhlamini (072 718 8120)

POST: ADMINISTRATIVE ASSISTANT

REF NO: GAEROBE/AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: GAEROBE CLC (Soshanguve)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Ms. S Maodi (012) 798- 3910/081 002 6901

POST: ADMINISTRATIVE ASSISTANT

REF NO: GAEGOLELWE/AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: GAEGOLELWE CLC (Atteridgeville)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mrs Kekana (012) 373- 8803/ 079 852 4017

POST: ADMINISTRATIVE ASSISTANT

REF NO: MOEPATHUTSE /AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: MOEPATHUTSE CLC (Ga-Rankuwa)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mrs Malesa 082 744 0929

POST: ADMINISTRATIVE ASSISTANT

REF NO: SHARPEVILLE /AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: Sharpeville

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Ms AM Phale 0826269295

POST: ADMINISTRATIVE ASSISTANT x2

REF NO: PETER LENGENE /AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: Klipspruit (Soweto)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Mr NM Madisha 011 933 2277/ 060 740 2455

POST: ADMINISTRATIVE ASSISTANT

REF NO: MORAKAPULA /AA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: Morakapula CLC (Meadowlands)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Centre Manager by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile annual surveys.

ENQUIRIES: Ms. Ndobe (083 572 9961)

POST: DATA MANAGEMENT OFFICER

REF NO: CENTRAL OFFICE DMO1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: Ormonde

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Administer data capturing processes both manual and automated. Liaise with Centres for unit level student data quarterly. Compilation of Annual Surveys, maintain data accuracy and quality. Submit data to DHET in accordance with the required standards. Archive key historical data in accordance with information standards. Capture verify and analyse all relevant related data. Generate student data reports. Maintain electronic information data, track and deal with Departmental queries.

ENQUIRIES: Mr M Maboe 011 494 9040/1 073 252 9116

POST: ADMINISTRATIVE ASSISTANT (FINANCE MANAGEMENT)

REF NO: CENTRAL OFFICE AAFM1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: Ormonde

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Finance Management. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Finance Management Act (PFMA). Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Understanding of Financial and Supply Chain Management (SCM) procedures. Ability to work under pressure.

DUTIES: Follow up on all payments due with Centres and Head office and ensure that all payments are paid within 30 days. Ensure that payments and order requests received from Centres and within the Departments at Head Office are checked, ensuring that the information is complete, accurate and signed by all parties authorised. Allocate general ledger accounts to all payment requisition documents. Ensure that enquiries and issues from Suppliers, Centres, are dealt with within 24 hours, and escalated to the Manager whenever necessary. Maintain an effective internal filing system. Assist management with regard to general administrative functions.

ENQUIRIES: Mr M Maboe 011 494 9040/1 073 252 9116

POST: ADMINISTRATIVE ASSISTANT (ACADEMIC)

REF NO: CENTRAL OFFICE AAA1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: Ormonde

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Deputy Principal Academic Services, by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile reports.

ENQUIRIES: Mr M Maboe 011 494 9040/1 073 252 9116

POST: ADMINISTRATIVE ASSISTANT (HUMAN RESOURCE)

REF NO: CENTRAL OFFICE AAHR1/2019

SALARY: R 163 563 per annum plus benefits

LOCATION: Ormonde

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification at NQF level 4 with a Diploma/ Degree in Human Resource Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Knowledge of Recruitment and Selection processes, Basic condition of employment Act. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Compile documents for sifting, shortlisting and prepare for interviews. Leave management of all College employees at Centre level and Central Office. Update staff establishment on a monthly basis. Administration and processing of conditions of services, data capturing on Persal system. Verify qualifications and ensure they are captured. Ensure safe keeping of all documentation in the office.

ENQUIRIES: Mr M Maboe 011 494 9040/1 073 252 91

GENERAL ASSISTANT POST AT CLC'S

POST: GENERAL ASSISTANT

REF NO: CHIAWELO/GA1/2019

SALARY: R 96 549 per annum plus benefits

LOCATION: CHIAWELO CLC

REQUIREMENTS: Grade 10 - AET Level 1-4. Prior experience in a similar position will be an added advantage. Basic safety precautions in handling hazardous substances. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently. Knowledge of gardening and proper handling of working equipment.

DUTIES: Clean, dust and mop office floors and surroundings as well as toilets on a daily basis using a variety of equipment and supplies. Ensure that cleaning liquids are in correct, economic and safe quantities. Wipe down desks and chairs. Empty trash cans and make sure that all trash is properly disposed off. Clean and wash windows. Ensure that office, kitchen equipment is properly cleaned and maintained. Cleaning the classrooms, maintain garden, maintenance

ENQUIRIES: Mr. M Mangonyane (011) 986 1272/ 082 875 6813

POST: GENERAL ASSISTANT

REF NO: KWA THEMA /GA1/2019

SALARY: R 96 549 per annum plus benefits

LOCATION: KWA THEMA CLC

REQUIREMENTS: Grade 10 - AET Level 1-4. Prior experience in a similar position will be an added advantage. Basic safety precautions in handling hazardous substances. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently. Knowledge of gardening and proper handling of working equipment.

DUTIES: Clean, dust and mop office floors and surroundings as well as toilets on a daily basis using a variety of equipment and supplies. Ensure that cleaning liquids are in correct, economic and safe quantities. Wipe down desks and chairs. Empty trash cans and make sure that that all trash is properly disposed of. Clean and wash windows. Ensure that office, kitchen equipment is properly cleaned and maintained. Cleaning the surrounding classes, maintain garden, offices/maintenance

ENQUIRIES: Ms. Sondiyazi (011) 737 7031/ 076 753 249

POST: GENERAL ASSISTANT

REF NO: BETHSAIDA/GA1/2019

SALARY: R 96 549 per annum plus benefits

LOCATION: BETHSAIDA CLC (Soshanguve)

REQUIREMENTS: Grade 10 - AET Level 1-4. Prior experience in a similar position will be an added advantage. Basic safety precautions in handling hazardous substances. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently. Knowledge of gardening and proper handling of working equipment.

DUTIES: Clean, dust and mop office floors and surroundings as well as toilets on a daily basis using a variety of equipment and supplies. Ensure that cleaning liquids are in correct, economic and safe quantities. Wipe down desks and chairs. Empty trash cans and make sure that that all trash is properly disposed of. Clean and wash windows. Ensure that office, kitchen equipment is properly cleaned and maintained. Cleaning the surrounding classes, maintain garden, offices/maintenance

ENQUIRIES: Mr. M Makanatleng (012) 797 5617 / 082 828 9271

POST: GENERAL ASSISTANT

REF NO: SEBOKENG/GA1/2019

SALARY: R 96 549 per annum plus benefits

LOCATION: SEBOKENG CLC

REQUIREMENTS: Grade 10 - AET Level 1-4. Prior experience in a similar position will be an added advantage. Basic safety precautions in handling hazardous substances. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently. Knowledge of gardening and proper handling of working equipment.

DUTIES: Clean, dust and mop office floors and surroundings, as well as toilets on a daily basis. Ensure that cleaning liquids are in correct, economic and safe quantities. Wipe down desks and chairs. Empty trash cans and make sure that that all trash is properly disposed of. Clean and wash windows. Ensure that office, kitchen equipment is properly cleaned and maintained. Cleaning the surrounding classes, maintain garden, offices/maintenance

ENQUIRIES: Mr. Matsabu (072 752 5421)

Mr CK Wee

Principal: Gauteng CET College

Date:

