

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Applications are hereby invited from persons to be appointed in the under mentioned vacancy.

CLEANER / OFFICE ASSISTANT: CALEDON TRAFFIC

Salary: T3 – Between R132 324.00 p.a. and R156 216.00 p.a.

The most eligible candidate must be in possession of a Grade 8 certificate (**originally certified copy of valid proof must be attached**). Good human relations. Experience in clerical and / or general office administration will serve as a recommendation. Only applicants with the highest levels of personal integrity will be considered.

Special conditions:

The prescribed application form must be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- Originally certified copy of Grade 8 certificate
- Originally certified copy of ID Document

Responsibilities: answering telephone calls * keep record of facsimiles received and transmitted * clean offices * make tea and coffee for staff and visitors * other duties as requested from time to time.

Minimum Competency Framework

Core Professional Competencies - Remains focus on task at hand - Uses time effectively and prevent irrelevant issues or distractions from interfering with work completion - Completes tasks on time	Public Service Orientated competencies - Able to establish rapport and gets on with others - Communicates effectively - Acknowledge contributions of others
Personal Competencies - Shows initiative - Grasps new challenges - Quick to act	Management / Leadership competencies - Team Orientated - Impact and Influence - Creates strong moral team spirit

Enquiries: Mr. L Coetser – Senior Supt. Registration and Licensing

Tel: 028 - 2143300

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act.

W Hendricks, Municipal Manager, P O Box 24, 10 Church Street Caledon 7230.

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form (TWK Application form) accompanied by a detailed CV with originally certified copies of qualifications and ID document in order to be considered for the position. Application forms must be forwarded to the Senior Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 10 September 2025 at 12:00 pm. (no applications will be accepted or considered after the closing date)