



**CORPORATE SERVICES CENTRE
MANUAL VACANCY BULLETIN 01 OF 2023 -EXTERNAL
MANUAL-APPLICATIONS**

Exciting opportunities for people who want to make a difference.

ADVERT NO.	POST DESIGNATION	SALARY LEVEL	DEPARTMENT
CAS 02/2023	Groundsman: Melkbos Cultural Centre (Melkbosstrand)	02	Cultural Affairs and Sport
DOTP 05/2023	Groundsman: Facilities (Kromme Rhee)	02	Premier
TPW 05/2023	Cleaner: Cleaning and Food Aid Support Services	02	Transport and Public Works

**Date of publication: 27 January 2023
Closing date: 27 February 2023**

To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number for must be clearly indicated on the Z83 application form.

Department : Cultural Affairs and Sport
Component : Melkbos Cultural Centre, (Programme 2)
Salary : R 107 196 per annum (Salary level 02)
Enquiries person : Ms N Jeaven at (021) 483 9713

Reference number : CAS 02/2023
Closing Date : 27 February 2023

Job purpose:

The Department of Cultural Affairs and Sport, Western Cape Government has an opportunity for an individual to execute the upkeep and maintenance of the two cultural facilities at Melkbosstrand. This post is based in Melkbosstrand.

Requirements:

Basic literacy and numeracy (ABET).

Recommendation:

A valid code B (or higher) driving license; Relevant experience in maintenance of buildings and usage of equipment; Working overtime during the week and weekends to assist with requests from clients - (via booking of the facilities).

Key performance areas:

Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants, flower beds etc.); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not requires specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facilities.

Competencies:

Knowledge of repairs to plumbing and electricity; Operating tractors and power tools, Time management; Basic communication skills; Interpersonal interaction; Ability to work independently and as part of a team; Ability to follow verbal and written instructions.

NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

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To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or
2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or
3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

Department : Premier
Component : Facilities, (Programme 3)
Salary : R 107 196 per annum (Salary level 02)
Enquiries person : Mr E Plaatjies at (021) 865 8051

Reference number : DOTP 05/2023
Closing Date : 27 February 2023

Job purpose:

The Department of the Premier, Western Cape Government has an opportunity for an individual to ensure the upkeep of the terrain and maintenance of the infrastructure and equipment at the Provincial Training Institute. This post is based in Kromme Rhee.

Requirements:

Basic literacy and numeracy (ABET).

Recommendation:

Working knowledge of terrain work maintenance and handyman tasks. Relevant experience in planting of trees, flowers, grass and other plants.

Key performance areas:

Maintenance of grounds (terrain); Assist with the preparation of training venues for functions and courses; Checking of service ability of machinery and equipment; Drive the tractor or other vehicles when needed; Maintenance of sewerage system; Managing the water levels of the reservoir; Perform handyman tasks on the grounds.

Competencies:

Knowledge of terrain work, sewage systems, pipes and irrigation systems. Communication skills; Basic literacy skills.

NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

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DATE OF PUBLICATION: 27 JANUARY 2023, CLOSING DATE: 27 FEBRUARY 2023

The Western Cape Government is guided by the principles of Employment Equity.
Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.



Department : Transport and Public Works
Component : Cleaning and Food Aid Support Services, (Programme 2)
Salary : R 107 196 per annum (Salary level 02)
Enquiries person : Ms T Mazonke at (021) 483 5190

Reference number : TPW 05/2023
Closing Date : 27 February 2023

Job purpose:

The Department of Transport and Public Works, Western Cape Government has an opportunity for an individual to render a cleaning and tea functions. This post is stationed in Cape Town.

Requirements:

Basic literacy and numeracy (ABET).

Recommendation:

Appropriate cleaning and food service experience.

Key performance areas:

Manage and ensure the breakaway rooms, boardrooms are clean; Daily cleaning of kitchens, fridges, microwaves and utensils; Make requisition and manage stock of the cleaning materials; Report equipment that are not always in working condition; Work hand in hand with supervisor.

Competencies:

Knowledge of storage, inventory management; Basic communication skills; Interpersonal relations; Ability to work under pressure; Ability to work independently and as part of a team.

NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

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