



Post: General Assistant
Unit: Facilities Management
Reference: GA/RTIA/2018
Salary: R 107 886.00 pa (Basic Salary)
Term: 12 Months Fixed Term Contract

Requirements: * Matric certificate or equivalent * Minimum of two (02) years relevant experience in a cleaning and general assistance role * Ability to perform routine tasks as well operate cleaning machines and chemicals * Good communications and interpersonal skills *

Required competencies: * Customer service * Ability to plan and prioritise own work * Team player * Time management skills *

Duties: * Day to day cleaning of all areas * Provide tea services which include preparing and serving tea and coffee as required, collecting and washing used cups, keeping the kitchens clean and in order, and other related duties * Emptying of all waste paper bins and shredder trays * Ensuring adequate supply of cleaning materials * Wiping and dusting of all office furniture * Reporting of any malfunctioning of equipment * Vacuum-cleaning carpeted areas * Vacuum-cleaning all office chairs with fabric upholstery * Dust and wipe clean the ventilation vents * Dust and wipe clean the light fittings in the ceilings * Wipe clean internal window glass * Clean sewage tank under the sinks in the 3 kitchens * Clean all offices and meeting rooms: floors, desks, shelves, glass doors, windows (from inside) and surface of office equipment * Ensure constant availability of accessories such as toilet paper and hand washing soap * Clean all common areas and storages: reception area, corridors, upon request server room and cypher room * Empty all waste paper bins and shredder trays to the designated places * Ensure that furniture in offices, meeting rooms and reception area is arranged in the required manner at all times * Assist in setting up meeting rooms, preparing cups, glasses and plates, water, tea and coffee * Ensure that cleaning equipment, cleaning materials and accessories are readily available and in good condition * Ensure that toilet papers, hand washing soaps and hand towels are distributed accordingly.

Enquiries: Mr K Magongwa

Tel: 087 285 0500

Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: **The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685** or hand delivered to **Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand** or emailed to Recruitment@rtia.co.za

Please note that applications without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an equal opportunity employer and is seeking to balance the employment equity profile. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites

Closing Date: 12 March 2018 @ 16:30 pm