

JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

03 October 2018

The following vacancy exists at NSFAS.

Position	Office Attendants	Type & Grade	Grade 2 <i>(12 Month Fixed Term Contract)</i>
Vacancy No	51 of 2018/19		
Department & Unit	Corporate Services , Facilities Management		

POSITION OVERVIEW

The successful incumbent will report to the Facilities Officer: Soft Services within the Facilities Management Service Unit and be responsible for the following:

- Office Cleaning Services
- Stock Level Maintenance
- General Office Services

In addition, the Office Attendants may be required to undertake other ad-hoc duties as directed by the Facilities Officer: Soft Services or any supervising Officer, using the prescribed methods and frequencies in line with the requirements of the cleaning specification.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Grade 9
- At least 2 year experience in general office maintenance and cleaning
- Basic communication, reading and writing skills in the English language

Competencies:

- Verbal and written communication skills
- Customer service orientation
- Reliability and stress tolerance
- Time Management

REMUNERATION & BENEFITS

Remuneration Package: **R 132 272 – R 155 712**

Total Cost to Company per annum inclusive of all benefits and company contributions.

Benefits and Conditions: **Compulsory Medical Aid, Pension Fund & Annual Bonus**

Included in the above remuneration is the company contribution to our compulsory pension fund (7.5%), medical aid contributions and an annual bonus.

Closing date: **12 October 2018**

PLEASE NOTE

Interested applicants who meet the requirements should send Detailed Curriculum Vitae, Copies of Academic Qualifications and names of two contactable referees to Nokulunga Mtse via email, with the subject Office Attendant to jobs@nsfas.org.za.

NSFAS do not consider late applications.

Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates.

NSFAS only corresponds with shortlisted candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

EMPLOYMENT EQUITY:

"NSFAS is committed to employment equity. Preference will be given to candidates who improve employment equity targets and ratios."

