



VACANCY

PERMANENT POSITION: OFFICE CLEANER
REPORTING TO: HEAD: OFFICE OF CHAIRPERSON AND COMMISSION
BASED IN: CAPE TOWN
SALARY LEVEL 2: R125 373,00 – R145 077,00 (TOTAL COST TO COMPANY PER ANNUM)
PLUS BENEFITS (HOUSING, MEDICAL AND PENSION)

The Financial and Fiscal Commission (FFC) is a constitutional institution mandated by the Constitution of the Republic of South Africa, 1996. The FFC makes recommendations and give advice to the three spheres of Government on financial and fiscal matters.

The Commission requires the services of an Office Cleaner. The primary purpose of the job is to provide cleaning services, maintenance of office security and general assistance with catering for FFC meetings and functions. A high level of confidentiality is required for this position.

MINIMUM REQUIREMENTS

Grade 6

EXPERIENCE

- Two years' experience in an office environment in a cleaner role.

COMPETENCIES

- Communication
- Teamwork
- Ethics and Integrity
- Diversity and change management
- High level of confidentiality

PERFORMANCE AREAS

- Provision of Cleaning Services
 - Cleaning Offices and corridors



- Keep and maintain cleaning materials and equipment
- Attend to photocopying, scanning and shredding
- Ensure the maintenance of Office security
- Provide assistance in office catering

If you wish to apply, please e-mail Khomotsod@ffc.co.za. Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications not older than three months and certified copy of identity document. Please take note that qualifications and citizenship checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback within 3 (three) months of the closing date, please regard your application as unsuccessful.

The FFC is an equal opportunity employer and is committed to the promotion of a representative workforce in terms of the relevant legislation.

Preference will be given to previously disadvantaged Persons and Persons with disabilities.

Note: Indicate whether an interpreter and which official language is required in the event of short-listing.

Closing date for application: 8 April 2024

No late applications will be accepted.