



VACANCY

**GENERAL OFFICE ASSISTANT/ OFFICE CLEANER
(TEMPORARY-TWELVE MONTHS)
REPORTING TO: CHIEF FINANCIAL OFFICER
BASED IN: CAPE TOWN**

SALARY LEVEL: R216 417,00-R254 928,00 (TOTAL COST TO COMPANY PER ANNUM)

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

The Commission requires the services of a **GENERAL OFFICE ASSISTANT/ OFFICE CLEANER**. The primary purpose of the job is to provide cleaning services, maintenance of office security and general office assistance. A high level of confidentiality is required for this position.

MINIMUM REQUIREMENTS

Grade 11

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

- **PROVIDE SOUND GENERAL OFFICE ASSISTANT SUPPORT**

- Provide general effective and efficient office support to the CFO by attending to general filing, photocopying, shredding, maintain diary.
- Attending to office catering needs, stationery and general needs.
- Ensure the maintenance of Office security.
- Conduct a stock take of stationery needs and communicate material requirements
- Receive all visitors and direct them to the relevant personnel.

- **CLEANING AND SANITISING**

- Daily sweeping, mopping, and vacuuming floors.
- Dusting/polishing furniture, surfaces, and office equipment.
- Cleaning and sanitising toilets, sinks, and restrooms.
- Cleaning kitchen surfaces, microwaves, fridges, and washing dishes.
- Emptying waste bins and recycling bins.

- **PROVIDE EFFICIENT HOUSEKEEPING SUPPORT**

- Provision of Cleaning Services
- Cleaning Offices, kitchens and corridors
- Keep and maintain cleaning materials and equipment
- Conduct a stock take to ensure all necessary equipment, materials and supplies required to perform cleaning duties are available and communicate specific cleaning material requirements.

- **SAFETY AND SECURITY**

- using and storing cleaning chemicals and equipment.
- Reporting maintenance issues or damages to CFO.
- Ensuring no unwanted visitors allowed on premises.

If you wish to apply, please e-mail recruitment1@kgabolize.co.za. Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications 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 1 (one) month of the closing date, please regard your application as unsuccessful.



FFC aims to meet its equity objectives 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 people living with disabilities to achieve the objectives of employment equity.

Closing date for application: 20 May 2026

No late applications will be accepted.