



INTERNAL ADVERTISEMENT DIVISION: EAST LONDON REGIONAL OFFICE 17 August 2022		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
EL: 28/2022	REGIONAL HOUSEKEEPER ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R146 781.00 – R 190 845.00	1

MICT SETA seeks to employ a suitably qualified and competent **Regional Housekeeper** to provide an efficient housekeeping service through the maintenance of clean offices, clean kitchen environment, and the provision of refreshments within MICT SETA regional office. The successful incumbent will be based at the East London office and report to the **Regional Manager: Eastern Cape**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS:

- Grade 10 or equivalent.
- A minimum of 7 years experience as a housekeeper

BEHAVIORAL AND TECHNICAL COMPETENCIES

- Communication Skills
- Basic Computer Skills
- Quality and Service Focus
- Professionalism
- Flexibility and Adaptability
- Approachable
- Manual Dexterity
- Diligent
- Reliability

ROLES AND RESPONSIBILITIES

Housekeeping

- Routinely clean kitchen sink and wash dirty dishes to maintain hygienic conditions.
- Routinely clean ablutions to maintain hygienic conditions.
- Routinely collect utilised kitchen utensils from workstations.
- Routinely clean all kitchen appliances including the refrigerator.
- Perform weekly stock take of listed refreshment items.
- Routine inspection and reporting on damaged equipment and or missing items.
- Routinely make a list of items to be procured.

Preparation of Refreshments

- Routinely prepare refreshments as and when required.
- Prepare for meeting as and when required by setting out crockery, utensils and confectionaries.

General

- Routinely cleaning/washing /dusting of carpets, walls as well as Furniture and upholstery or as and when required.

Application:

CVs and qualifications of suitably qualified persons must be Forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **21 August 2022**. Enquiries may be directed to 011-207-2600. Should candidates not hear from us (thirty) 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.