



an agency of the  
Department of Arts and Culture

## Introduction

**JOB TITLE:** General Assistant

**DEPARTMENT:** Properties and Facilities

**LOCATION:** Makhanda

**Annual Basic Salary:** R75 435.00 Basic

**NAME OF INCUMBENT:** 1

**APPROVED GRADE:** A2

**CLOSING DATE:** 7 April 2025

## PRIMARY PURPOSE OF THE JOB:

To ensure offices, common areas and frequently touched surfaces are cleaned on an ongoing basis and general hygiene is maintained. Maintenance and upkeep of SAHRA's Makhanda Office, Eastern Cape and KZN properties.

## Duties & Responsibilities

### KEY PERFORMANCE AREAS:

KPA 1: Cleaning of offices, stores, common areas, ablution facilities, yard, and walkways. Disinfecting of frequently touched surfaces.

KPA 2: Effective building maintenance.

KPA 3: Assist with monitoring of office consumables and cleaning materials.

KPA 4: Safety and Security of the buildings and equipment.

KPA 5: Asset Management.

### KEY PERFORMANCE AREAS:

**General cleaning and upkeep of the office and building, stores, common areas, ablution facilities, yard, and walkways, and undertaking maintenance as required in the different facilities:**

- Ensure that offices and all areas are properly cleaned and dusted daily, and spring cleaned monthly. Always follow the cleaning schedules, this includes polishing of floors at least once a week.

- Ensure that common areas (office, boardrooms, yard, ablution facilities, and kitchens) are properly cleaned daily, including updating the cleaning check lists / registers.
- Ensure sufficient stock of consumables in the ablution facilities and periodically check and refill accordingly.
- Assist with serving refreshments as and when requested.
- Undertake maintenance to the facilities, as and when required, which include, but not limited to fixing of windows, fitting of windowpanes, door locks, plumbing repairs, painting, and all other maintenance requirements to the different facilities.

#### **Effective building maintenance:**

- Action all required maintenance in and around the office building accordingly.

#### **Assist with monitoring of office consumables and cleaning materials:**

- Record all items (consumables and refreshments) taken from the store on the prescribed form to assist with accurate stock control.
- Assist with replenishment of consumables as and when necessary.
- Pack consumables and cleaning materials neatly on the shelves and stores.
- Safekeeping of the cleaning material and consumables.

#### **Safety and Security of the building and equipment:**

- Supervise security of the building including supervision and monitoring of the outsourced security guards, alarms and armed response.
- Implement practices pertaining to Occupational Health and Safety policies and procedures within the organisation.
- Carrying out inspections as per maintenance list and report to the Supervisor on a weekly basis.

#### **Asset Management:**

- Monthly verifying of assets and reporting faults and damages to the Supervisor.
- Execute internal movement of assets and enforcing the completion of necessary control forms.
- Submit the asset control forms to the Supervisor for updating of the asset register.

#### **Required Experience & Qualification**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

- At least a Grade 10.
- Minimum of 1 years' work experience in a General Assistant role.
- Knowledge of building maintenance and basic skills in plumbing and electrical works is required.

**OTHER SKILLS REQUIRED:**

Communication Skills.

**LANGUAGE SKILLS:**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

**NUMERICAL SKILLS:**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of South African money and weight measurement, volume, and distance.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardised situations with only occasional or no variables.

**LICENCES:**

A valid Code B (08) driver's license (Compulsory)

**COMPUTER SKILL:**

Basic computer literacy.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**While performing the duties of this Job, the employee is:**

- Occasionally required to sit.
- Regularly required to stand.
- Often to talk and hear.
- Often to lift or climb.

Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.