

**POST NO.07/2016/17**

UMhlosinga Development Agency SOC Limited (UMDA) is an Economic Development Agency that is wholly owned by uMkhanyakude District Municipality. UMDA's key objective is to generate sustainable economic growth and development, through projects which benefit the local communities and residents of the District.

**JOB TITLE: GENERAL WORKER (OFFICE CLEANER) X 1**  
**SALARY R45 000 per annum PLUS pension fund and medical aid benefits (permanent)**

Requirements:

- Good communication skills.
- Able to communicate in English.
- Grade 12 or higher certificates
- Minimum two years' experience in office environment

**Key Performance Area:**

Undertakes activities associated with maintaining the cleanliness of Umhlosinga Development Agency, washing and wiping ceramic surfaces and floors and, cleaning and disinfecting ablution units in accordance with laid down instructions supporting acceptable standards of service delivery, also providing some hospitality to the guest or visitors. Assisting with answering phones and general filling work.

**Key Competencies:**

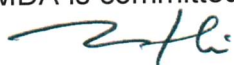
Maintaining the cleanliness of public convenience facilities, by

- Commencing with cleaning sequence, mixing and using chemical detergents to remove stains/ dirt from painted or ceramic surfaces.
- Unblocking drains or ablution units using specific chemicals and cleaning rods to dislodge/ breakdown debris/ obstructions and checks functionality of systems.
- Mopping floors and washing/ disinfecting ablution units, replacing items (toilet rolls) and checking and reporting defective items to the immediate superior for attention.
- Removing and replacing refuse bags from bins and/ or gathering and loading/ offloading bags into/ from refuse vehicles.

Interested parties must forward their applications and enquires to CFO, Mrs. SQ Mntambo, UMDA (uMhlosinga Development Agency), hand delivered to lot 308 Ebony Crescent, Mtubatuba 3935, or e-mail: [cfo@umda.org.za](mailto:cfo@umda.org.za). Fax applications will not be accepted. The application must include motivation letter, detailed CV with 3 contactable references.

**Closing date** for applications will be **10 March 2017**, if you have not heard from UMDA within two 3 months of the closing date, please accept that your application was unsuccessful.

UMDA is committed to the principles of Equipment Equity and Equality Employment Opportunities.



27/02/2017

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**MR. MM. NTULI**  
**CHIEF EXECUTIVE OFFICER**

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**DATE**