



National Gambling Board

South Africa

a member of **the dti** group

OFFICE CLEANER

Reference Number: NGB 09/2019

Nature of Employment - Permanent position

**Remuneration Scale: R111,954 – R153,603.00
(All-inclusive package per annum)**

BRIEF SUMMARY OF THE ACT

The National Gambling Board (NGB) is established in terms of the National Gambling Act, (NGA), 2004 (Act 7 of 2004) as amended. It is a schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The NGA makes provision for the coordination of concurrent national and provincial legislative competence over matters relating to the continued regulation of gambling activities and also makes provision for the establishment of uniform norms and standards applicable throughout the Republic in certain gambling activities.

STRATEGIC OBJECTIVE

The strategic objectives stated below straddle and apply across all positions within the Board. Successful incumbents will be required to execute their functions in consideration of the following strategic objectives Enhance Stakeholder Liaison and Statutory Advisory Services; Optimise Organizational Excellence; Functional Registry; and Enforce Compliance.

PURPOSE

To provide effective cleaning support services to the National Gambling Board.

KEY PERFORMANCE AREAS

Cleaning of offices, corridors, elevators and boardrooms

- Dusting and waxing office furniture.
- Sweeping, scrubbing and waxing floors.
- Vacuuming and shampooing of floors.
- Cleaning walls, windows and floors.
- Emptying and cleaning dirt bins.
- Collecting and removing waste papers.
- Freshen the office area.

Cleaning of the kitchen

- Cleaning of basins.
- Wash and keep stock of kitchen utensils.

Provide support with meeting preparations

- Discuss meeting requirements with clients and prepare for meetings by setting up tables.
- Prepare refreshments for officials.
- Arrange and prepare crockery and food for meetings.
- Remove and return crockery to the relevant unit for storage.
- Clean tables after meetings.
- Replenish beverages during meetings.

Cleaning of restrooms

- Refill hand wash liquid soap.
- Replace toilet papers, hand towels and refreshers.
- Empty and wash waste bins.

Maintenance of cleaning materials and equipment

- Request and replenish cleaning materials.
- Cleaning of machines and equipments.
- Report broken cleaning machines and equipment.

MINIMUM JOB REQUIREMENTS

Qualifications

- Matric or Grade 12.

Experience

- Five (5) years relevant cleaning experience in a business environment.

Competence and skills

The appointee must have the following skills:

- Prioritising.
- Business English.
- Communication.
- Logical Thinking.
- Coordination.

The successful applicants' remuneration package will be in terms of the NGB Remuneration Policy. The National Gambling Board subscribes to the principles of Employment Equity.

The appointee will be required to sign a performance agreement within one (1) month of joining the organisation and this position is subject to a twelve (12) months' probation period.

The completed application with all supporting documents (i.e. employment application form, CV, copies of qualifications and identity document) can be submitted by e-mail to recruitment@ngb.org.za, hand delivered to the NGB offices at 420 Witch Hazel Avenue, Eco Glades 2, Block C, Eco Park, Centurion or posted to the Senior Manager: Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

Please quote the name of the position you are applying for and the reference number on the subject line of your e-mail, when applying for any vacancy.

Background verifications, criminal record checks, citizenship check and competency assessment will form part of the selection process. It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA). Communication will only be limited to shortlisted candidates.

People with disabilities are encouraged to apply. Late submission will be automatically disqualified.

CLOSING DATE: 26 AUGUST 2019

The NGB reserves the right not to make an appointment.