



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
J MASIPALA WASECAPE AGULHA:



EXPANDED PUBLIC WORKS PROGRAMME
Creating opportunities towards human fulfilment



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CAPE AGULHAS PROMOTES AND APPLIES THE PRINCIPLES OF EMPLOYMENT EQUITY PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

DIRECTORATE

EPWP CLEANER / GENERAL OFFICE ASSISTANT

MANAGEMENT SERVICES

Requirements:

DEPARTMENT

- Physical Fitness and healthy
- Certified copies of ID and proof of address
- Proof of banking details

PROTECTION SERVICES

SALARY

KEY PERFORMANCE AREAS:

R180 per day

CLEANING OF FACILITIES

- Cleaning of the facilities and offices (Protection Services Building) daily.
- Ensure that all cleaning material is available.
- Ensuring that all electrical points and light are in working order and ensuring that ern is on.
- Requesting quotations and placing orders for cleaning and other material.
- Reporting all major faults to the caretaker.
- To keep facilities neat and clean to meet municipality and department set targets.

OFFICE SUPPORT/GENERAL TASKS ACTIVITIES

- Perform general clerical duties and renders support to specific functional areas in the afternoon.
- Transmitting facsimile/email copies to specific destinations and recording transmission details.
- Photocopying of documents.
- Attending to filing of documents/correspondence in alpha-numerical sequence.
- Co-ordinate, record and submit information to relevant officials.

REFERENCE NUMBER: 4/4/3/6

HOW TO APPLY:

STEP 1: Complete the attached EPWP Application form. Hard copies of this form can be obtained at your nearest Municipal Offices or at (Old Nedbank Building) in Bredasdorp.

ENQUIRIES:

STEP 2: Attached certified copy of your identity document

MRS. MYLLISON SAPTOU

STEP 3: Proof of banking details (bank letter / bank statement)

STEP 4: Submission of application can be hand delivered or emailed together with your certified Identity document & proof of Banking Details to your nearest Municipal Office or submit at (Old Nedbank Building) in Bredasdorp.

Email to: nicholen@capeagulhas.gov.za

CLOSING DATE:

14 January 2022

ELIGIBILITY:

All unemployed & disabled persons, registered on the CAM database.

LOCATION:

Cape Agulhas Area

CLEANER/GENERAL OFFICE ASSISTANT	
BREDASDORP	General Worker (1) Contract Duration: 01 February 2022 – 28 June 2022