Department:GROUP PROPERTY
Division:Property Management Services
Section:Facilities Management &
Office Accommodation
Location:Pretoria CBD – to function
in all regions

Post Title:	CARETAKER (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF THREE YEARS) (2 POSTS)
Reference Code:	GPDD042-2025 (E)
Closing Date:	09.06.2025
This Position Seeks to Attract :	All categories
Job Level:	T6
Scale:	R216 648,00 – R300 900,00 per annum
Estimated Remuneration Package:	R307 686,00 – R414 924,00 per annum
Job Purpose	To provide supervisory and comprehensive cleaning and related services at various facilities used by the City of Tshwane
Application Requirements:	Grade 12 At least six months' relevant experience A valid Code EC driving licence with valid PrDP Physical fitness and health Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Personal Attributes/ Competencies:	Honesty; patience; good driving behaviour; good communication skills; good presentation skills; good negotiation skills
Primary Fuctions :	Provide comprehensive cleaning and related services at various facilities Ensure a clean, hygienic working environment by rendering cleaning and related services, supervision, training, occupational health and safety, reporting, contract management, basic maintenance and related client services Oversee the quality and quantity of cleaning work executed by cleaners at the various facilities Provide training to cleaners to ensure that quality services are rendered

Provide an administrative service for cleaners
Provide cleaning support services to cleaners
Execute cleaning inspections and implement remedial actions as
and when required
Draft and submit motivations for cleaning materials and equipment
Produce weekly and monthly compliance and other related reports
Collect and distribute stock and equipment

Position ID(s) :   To be determined

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