



Kimberley Academy School (Old Redirile) Vacancies

Post: Cleaner [Six (6) posts]

Salary: R125 373.00 – R145 077.00 per annum
School: Kimberley Academy (Old Redirile), Kimberley
Sub-Directorate: Frances Baard District
Reference No. KA/CLEANER/10/2023

Requirements: *ABET. *Basic Literacy (numerical, reading and writing). * Ability to operate cleaning machinery and equipment. * Physical activity required including frequent walking, bending, climbing, kneeling, reaching, lifting, pushing & pulling and repetitive arm movements. *Verbal communication skills. Work Experience as a cleaner will be an added advantage.

Duties: *Cleaning of offices, classrooms, kitchens, boardrooms, corridors, toilets, passages and stairs by – Sweeping, scrubbing and waxing, vacuuming and shampooing of floors; dusting and waxing office furniture, cleaning walls, windows and doors, emptying and cleaning of dirt bins, collect and remove waste papers, freshen office areas. *Clean general kitchens by – Cleaning of bins, Wash and keep stock of kitchen utensils. Clean toilets and restrooms by - *Cleaning of toilet bowls and hand basins; Sweeping scrubbing and waxing of floors; cleaning walls, windows, and doors; Replace toilet paper, hand towels and refreshers, Refilling hand wash liquid soap; Empty and wash waste bins. *Keep and maintain cleaning materials and equipment – Report broken cleaning machines and equipment; Cleaning of machines (microwaves, vacuum cleaners, etc.) and equipment after use; Manage and monitor usage of own cleaning material.

Enquiries: Ms. A Jansen @ 053 830 1600

**Post: Administrative Clerk (School-Based)
[two (2) posts]**

Salary: R202 233.00 – R235 611.00 per annum
School: Kimberley Academy (Old Redirile), Kimberley
Sub-Directorate: Frances Baard District
Reference No. KA/ADMINCLERK/10/2023

Requirements: *Grade 12 or equivalent recognized qualification and at least 0 – 2 years' work experience *A post-matric office administration/secretarial qualification and experience in office administration will be an added advantage *Knowledge of procedures and processes applied in office management *Computer literacy is a prerequisite *Knowledge of and experience in MS Word, Excel, PowerPoint, Outlook & the Internet *Sound typing skills *Ability to do speed typing and utilize software packages effectively to type more advanced documents which include tables and graphs will be an added advantage *Knowledge of financial, provisioning and administration procedures and processes *Knowledge of operating office machines and equipment *Ability to perform under pressure & cope with heavy workload *Ability to multi-task *Excellent interpersonal skills and customer service orientation *Good written, verbal and liaising communication skills *Planning, organising and problem-solving skills *Ability to interpret directives *Good telephone etiquette *Understanding of confidentiality in Government and relevant legislation *High level of reliability.

Duties: Execute the following duties:

*Rendering general office administrative and clerical services *Rendering switchboard, reception and client referral services *Handling personnel and related matters including the Management and Implementation of the HRMS (Human Resource Management System) *Managing logistical issues *Handling procurement *Rendering financial administration services *Managing the implementation of SA-SAMS (South African Schools Administrative Management System) and the Data-Driven District (DDD) System *Providing administrative and secretarial support to the school's Principal.

Enquiries: Ms. A Jansen @ 053 830 1600

Post: Cleaner Supervisor [One (1) post]

Salary: R171 537.00 – R199 461.00 per annum
School: Kimberley Academy (Old Redirile), Kimberley
Sub-Directorate: Frances Baard District
Reference No. KA/CLEANSUP/10/2023

Requirements: *ABET Level 4 with a minimum of two years' experience. *Basic Literacy (numerical, reading and writing). * Ability to operate cleaning machinery and equipment. * Physical activity required including frequent walking, bending, climbing, kneeling, reaching, lifting, pushing & pulling and repetitive arm movements. *Verbal and written communication skills. Work Experience as a cleaner will be an added advantage.

Duties: * Oversee cleaning of offices, classrooms, kitchens, boardrooms, corridors, toilets, passages and stairs by – Sweeping, scrubbing and waxing, vacuuming and shampooing of floors; dusting and waxing office furniture, cleaning walls, windows and doors, emptying and cleaning of dirt bins, collect and remove waste papers, freshen office areas. *Clean general kitchens by – Cleaning of bins, Wash and keep stock of kitchen utensils. Clean toilets and restrooms by - *Cleaning of toilet bowls and hand basins; Sweeping scrubbing and waxing of floors; cleaning walls, windows, and doors; Replace toilet paper, hand towels and refreshers, Refilling hand wash liquid soap; Empty and wash waste bins.

*Manage and ensure the maintenance of cleaning materials and equipment. *Ensure maintenance and replacement of cleaning machines and equipment. *Make a requisition and issue cleaning materials. *Supervise cleaners. * Perform administrative and related functions. *Provide guidance and advice to cleaners. * Develop and update the cleaning roster.

Enquiries: Ms. A Jansen @ 053 830 1600

Post: Handyman [One (1) post]

Salary: R147 036.00 – R170 598.00 per annum
School: Kimberley Academy (Old Redirile), Kimberley
Sub-Directorate: Frances Baard District
Reference No. KA/HANDY/10/2023

Requirements: *ABET. *Basic Literacy (numerical, reading and writing). * Basic electrical knowledge and ability to use electrical testing equipment, knowledge of plumbing equipment and systems, basic knowledge of engineering standards for government building, knowledge of inspection procedures and ability to rectify defects. *Verbal communication skills. *Ability to operate workshop power tools. Work Experience as a handyman will be an added advantage.

Duties: Maintenance of school buildings *Undertake basic maintenance of lighting, plumbing and security systems to ensure they operate safely and efficiently. *Ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorized access and potential accidents/misuse. *To report serious hazards, any defects of building, furniture, fittings and equipment to the School Principal immediately. *To help to maintain the school grounds to ensure they are fit for purpose. *Disinfect and clean drains blockages. *General maintenance and minor repair work including: doors, windows, toilet seats, furniture, tap washers and some painting of doors and walls. *Assist in any emergency maintenance or repairs outside normal working hours if requested to do so by the School Principal. *Directing workmen and contractors to the sites of repair, maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note. *Ensure safekeeping of tools and supplies.

Enquiries: Ms. A Jansen @ 053 830 1600

Post: Groundsman [three (3) posts]

Salary: R125 373.00 – R145 077.00 per annum
School: Kimberley Academy (Old Redirile), Kimberley
Sub-Directorate: Frances Baard District
Reference No. KA/GROUND/10/2023

Requirements: *ABET *Basic Literacy (numerical, reading and writing) *Ability to operate gardening equipment and tools *Physical activity required including frequent walking, bending, climbing, kneeling, reaching, lifting, pushing & pulling and repetitive arm movements *Verbal communication skills *Work experience as a groundsman will be an advantage.

Duties: Execute the following duties: *Maintain premises and surroundings – Clean premises and surroundings, Empty and cleaning of dirt bins *Maintain the garden – Watering the Garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply Insecticides; Cultivate the soil for trees and flowers *Maintain gardening equipment and tools – Detect and report malfunctioning of garden equipment and tools; Repair minor defects of gardening equipment and tools.

Enquiries: Ms. A Jansen @ 053 830 1600

NOTE: Please do not respond to this advert if you do not meet the above requirements of the post(s)

Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office or <http://ncdoe.ncpg.gov.za/vacancies.php>), which must be originally signed, dated by the applicant. Only Short-listed candidates must produce and certified copies of original educational qualifications certificates, drivers license (where it is required), certified copy of ID document, proof of citizenship if not an SA citizen. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will photocopies or faxed copies of application document be accepted. All applications, including those submitted via registered mail must reach the department before 16h00 on the day of the closing date. Incomplete applications, those sent or delivered to the wrong address and those received after the closing date will be disqualified. The NCDoE is committed to providing equal opportunities and practicing affirmative action employment, including the national target that 2% of all staff should consist of people with disabilities. In this regard every opportunity to employ or promote a person with disability will be utilized. It is our intention to promote representativity (race, gender, disability) in the Department through the filling of these posts and a candidate whose transfer/promotion/appointment will promote representativity will receive preference. Preference will firstly be given to current Public Service employees. An indication in this regard will facilitate the processing of applications. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Shortlisted candidates must be available for interviews at a date and time determined by the NCDoE. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Candidates will also be vetted in terms of the Criminal Law (Sexual Offences and Related matters) Amendment Act of 2007 and the Children's Act of 2005 as amended. A candidate whose particulars appear in either the National Register of Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post. Due to the large volume of applications to be processed, receipt of applications may not be acknowledged, and applicants who do not receive confirmation or feedback within three (3) months from the closing date must accept that their applications were unsuccessful. Once applicants have submitted an application they will not be allowed access to be given back their applications. Those applicants who qualify for an interview must be available for the interview on a date, time and place as determined by the NCDoE. The NCDOE is under no obligation to fill the position after advertising it and reserves the right not to make any appointment. Although advertised, it may thus either be withdrawn or re-advertised. Please submit or send applications stating the post for which you are applying to the District Director: Frances Baard District, Northern Cape Department of Education, Private Bag X5041, Kimberley, 8300, for the attention of the Deputy Director: Corporate Services Ms A. Jansen or Hand Deliver: 9 Hayston Road, Hadison Park, Kimberley, 8301

**CLOSING DATE:
14 November 2023 @ 16H00**