



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

GENERAL ASSISTANT: SUPPLY CHAIN MANAGEMENT

Salary Range: An all-inclusive remuneration R 125 373 – R 145 077 (Level 02)

NELSON MANDELA DISTRICT (Gqeberha) Ref: DSRAC 36/06/2023

MINIMUM REQUIREMENTS: Grade 8 certificate or ABET qualification. One (1) experience in performing General Assistant duties will be an added advantage. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid driving licence will be an added advantage.

DUTIES: Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment, and any other goods to relevant destination. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture, equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom, and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Prepare venue for functions and meetings. Prepare and wash all utensils to be used (kettle, cups, saucers, glasses, and jugs). Prepare tea during meetings. Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor.

People with disabilities who meet the requirements will be given preference.

ENQ. S. JAVU – 041 492 1230 / 1231 / 1234 – NELSON MANDELA DISTRICT (Gqeberha)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za