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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | GENERAL ASSISTANT: EXAMINATION AND ASSESMENT |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** |  |
| **LOCATION** |  |
| **COMPONENT** | EXAMINATION AND ASSESMENT |
| **DATE** |  |
| **POSTS REPORTS TO** | ADMIN OFFICER: EXAMINATION AND ASSESMENT |

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| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANIZATIONAL STRUCTURE.***

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| **C.JOB PURPOSE** |

**To render effective and efficient cleaning services in the office.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **The execution and provisioning of cleaning functions within the offices**   * + Keep operating machine clean in order and make the environment clean.   + Clean office equipment and oversee maintenance of cleaning equipment   + Ensure that there are enough cleaning detergents.   + Physical exertion and dusting and polishing of furniture. * Operating machines   + Distribution of official correspondence and documents.   + Faxing of documents.   + Photocopying official documents. |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Management (EXCO)  All Senior Management and official in the Department  National Departments and officials  Provincial Departments  School Governing Bodies  Private Sector Organisations  Organised Labour  State Owned entities  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** |  |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* cleaning equipment

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| **H.BUDGET** |

* Recommend expenditure as per the delegations.

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **MINIMUM EDUCATION AND TRAINING** | * Grade7/Abet |
| **Minimum Experience** | * No experience |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** |  |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder*

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas. his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |