

in the footprints ...

NELSON MANDELA MUSEUM

Bunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5100, South Africa
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Email: info@nelsonmandelamuseum.org.za | www.nelsonmandelamuseum.org.za



The **Nelson Mandela Museum**, with four sites namely Bhunga building, Nelson Mandela Youth and Heritage Centre in Qunu, O.R. Tambo Garden of Remembrance and Ngquza Hill Memorial has dynamic and enviable opportunities to serve South Africa, as stewards of a living legacy, to share and learn the true story of Nelson Mandela in context, in ways that inspire and empower people.

The Museum invites applications from suitably qualified, committed, competent and experienced South Africans to serve as **Cleaner/Receptionist**. This is an opportunity to help create a caring value driven heritage institution of knowledge and excellence. The successful candidate will be based at **Ingquza Hill Museum** in Flagstaff, Eastern Cape.

ADVERTISEMENT

POSITION: Cleaner/Receptionist

Remuneration Package: R3 675-00 per month

Duration :12 months

PURPOSE OF THE POSITION: To provide receptionist support to the Ingquza Hill Museum and perform other duties to maintain Museum's building and its surroundings clean and neat.

KEY PERFORMANCE AREAS:

Duties:

- Provide receptionist support to the Ingquza Hill Museum
- Maintaining the cleanliness of the buildings by performing various cleaning duties which includes but not limited to dusting and waxing office furniture.
- Sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors.
- Cleaning walls, windows and doors; collecting and removing of waste papers.
- Freshen the office areas, clean the whole building, bathrooms, and basins
- Clean kitchen utensils, empty and wash waste bins and send recyclables to disposal area.
- Perform other duties to maintain facilities in the Museum's building and keep its surrounding clean and neat.
- Remove unwanted grass and trees around and within the building

Attributes:

- Commitment to customer service
- Professional and discreet mature individual
- Adherence Batho Pele principles
- Good office administration, planning and organisational skills
- Good communication skills
- Be able to speak local language and at least English language

Qualifications

- A Grade 12 or equivalent qualification.
- A cleaning Certificate will be an added advantage
- Applicants should be committed, hardworking and must be able to work long hours and under pressure.
- Applicants must have good interpersonal relations and verbal communication
- 1year' experience in cleaning will be an added advantage
- Willingness to work hard labour

The **Cleaner/Receptionist** is accountable to the **Senior Manager: Heritage and Conservation** for the above-stated duties.

Interested individuals who meet the requirements should submit their CV's with certified copies of Identity Documents and qualifications that are not older than **three months** under a **covering letter clearly marked "Cleaner/Receptionist Vacancy"** by email or hand deliver to:

Ingquza Hill Museum
Flagstaff
Reception

OR

Or email your application with the subject matter "**Cleaner/Receptionist: Vacancy**" to hr@nelsonmandelamuseum.org.za or hand deliver to: Nelson Mandela Museum, Nelson Mandela Drive and Corner Owen Street, Bhunga Building, Mthatha, 5099.

No faxed applications will be accepted.

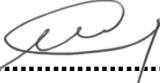
All enquiries are to be directed to: The Human Resources Unit, Ms. Y Tshiki at 047-501 9522.

Closing date for applications is 19 July 2024 by 16h00.
Applications received after closing date will not be considered.

Correspondence will only be entered with short-listed candidates.

All shortlisted candidates will undergo pre-employment screening and vetting.

**NMM embraces the principles of Employment Equity Act no 55 of 1998 as amended.
NMM reserves the right not to appoint.**


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Dr VG Boo
Chief Executive Officer