Date: 27 September 2018

To: All JDA employees

INTERNAL OPPORTUNITY ADVERTISEMENT

The JDA is embarking on a process of internal recruitment process. The process is intended to award an opportunity to internal candidates who are exceptional performers in their current roles and are ready to take new challenges. The following position has been identified for such a process to all JDA internal candidates:

POSITION: HOUSEKEEPER

Interested applicants are required to submit a comprehensive CV and a 1 page motivation detailing why they should be considered for the position.

Attached to the email is an internal job advertisement.

Applications can be hand delivered at JDA Offices 03 Helen Joseph Street, Newtown Johannesburg 2000 (Reception)

Closing date: 10 October 2018

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Tumang Bokaba
Manager: Human Resources

Building a better city

Directors
C Coovadia (Chairperson) C Botlos (CEO) S Moonsamy (CFO) P Masilo K Govender M Gobo P Zagaretos P Mashele A Steyn N Ngwenya R Shirinda (Company Secretary)
Registration Number: 2001/005101/07
Exciting and challenging positions

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders. The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

This is a permanent employment contract. JDA offers a market related salary commensurate with qualifications and experience.

**HOUSEKEPER**

**Purpose of Position:**
Support and assist the responsible manager to maintain a safe and clean environment. Cleaning areas as assigned that is floors, bathrooms, toilets, windows, and outside yard.

**Key Responsibilities:**
- To clean offices, vacuuming of rooms and corridors and emptying all waste bins.
- To work with the cleaning team to ensure that the JDA is clean & tidy at all times.
- To set up Board rooms for meetings. This may involve preparing tea/coffee/moving furniture and / or equipment around the room or from another area of the building.
- To observe health & safety procedures.
- Responsibility to work safely at all times and to report to any potential hazards, faults or problems to a Section Supervisor or the cleaning & maintenance Manager.
- Sweeping and mopping floor surfaces
- Report anything in need of repair or replacement to the Facilities Manager

**Education and Experience:**
Basic Literacy and numeracy. A minimum of 2 years of experience. Grade 12 will be an added advantage

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Johannesburg Development Agency is an equal opportunity employer.

[Approved by signature]