

<b>Job Title:</b>	General Worker (Six months contract)
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Facilities Management
<b>Location:</b>	PARKTOWN, Johannesburg
<b>Salary Range:</b>	Level 2, Notch 1
<b>Upward Reporting Relationships:</b>	Facilities Manager
<b>Reference Number:</b>	NEM07/26/06/2019

#### MAIN PURPOSE OF JOB

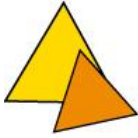
To provide support to all NEMISA business units and ensuring smooth movement of assets and other related facilities activities.

#### JOB OBJECTIVES

- Assist with arranging lecture halls, offices, workstations, and housekeeping in general.
- Oversee the maintenance of Institute facilities and equipment;
- Inform the Manager on any problems, defects or non-conformities;
- Verify quality of work done by the service providers;
- Provide support in the projects relating to facilities;
- Plan and coordinate the logistical arrangements pertaining to the use of Institute Facilities and equipment;
- Issuing and recording of broadcasting equipment;
- Maintenance of storerooms and archives section.

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545, Auckland Park, Johannesburg 2006, [www.nemisa.co.za](http://www.nemisa.co.za)

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhalihi; Mr Lucas Mello  
Executive Directors: Mr Phuti Phukubje (Acting CEO); Mr Thilivhali Ramawa (CFO)  
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)



### Education: Formal Qualifications

*Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. Universities, Technikons, Colleges, etc.*

#### Level of Education:

- Grade 12

### Job related Work Experience

*Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.*

- Minimum experience of 1 to 2 years in general worker or similar role.

### Job related Knowledge

*Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.*

- Handyman duties and general maintenance
- Ability to read and comprehend simple instructions
- Ability to follow instructions and work independently
- Ability to establish effective working relationships with employees and managers
- Strong interpersonal skills and the ability to work in a solid team environment
- Ability to operate a variety of small hand tools
- Knowledge of facilities processes
- Recording and asset tagging
- Records processes and filling

**and**

### Job related Skills

*Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.*

- Computer literate (MS Office)
- Report writing skills
- Communication skills
- Negotiation skills



**Important note:**

- Please email thorough comprehensive CV and certified copies of Qualifications/Supporting documents to: [generalworker@nemisa.co.za](mailto:generalworker@nemisa.co.za)
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- **PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY**
- Closing Date: **4 July 2019 (16:30 PM)**

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.*