



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA  
JC BEZUIDENHOUT REGION**

**2<sup>nd</sup> Floor McCarthy Centre  
32 – 34 Eloff Street  
JOHANNESBURG  
2001**

**P O BOX 62437  
MARSHALLTOWN  
2107**

**Tel: (011) 331 2386/9  
Fax: (011) 331 3074**

[Ceciliam@numsa.org.za](mailto:Ceciliam@numsa.org.za)

**REGIONAL OFFICE CAREERS**

<b>Advertisement Category</b>	<b>Internal and External</b>
<b>Status of Advertisement</b>	<b>Replacement</b>
<b>Status of Vacancy</b>	<b>Permanent</b>
<b>Local of Vacancy</b>	<b>JC Bez Region</b>
<b>Date of Advertisement</b>	<b>17<sup>th</sup> August 2018</b>

NUMSA hereby invites suitably qualified candidates  
to apply for the following position within its JC Bezuidenhout Region:

**CLEANER/MESSENGER – JC BEZ REGIONAL OFFICE**

**Purpose of Position:**

Maintain cleanliness of office environment and provide effective messenger-services within the workplace.

**Inherent Requirements:**

- Grade 12/Matric or equivalent qualification;
- Computer Literacy an added advantage;
- Experience in cleaning, as a messenger as well as the ability to operating various cleaning and office equipment

**Competencies:**

- Communication skills;
- Interpersonal skills;
- Numeracy skills;
- Patience;

**Responsibilities:**

- Cleaning of offices; boardrooms;
- Ensuring that boardrooms are prepared for events, meeting etc.
- Providing assistance with catering during relevant meetings;
- Assisting with office administration and reception duties as delegated;
- Executing any instruction given by Regional Secretary and/or Regional Administrative Secretary through Regional Secretary by Constitutional Structures and Office Bearers

**Closing date for applications: 24<sup>th</sup> August 2018**

Applications may be submitted to the Regional Secretary at:

Second Floor, 32 – 34 Eloff Street, Johannesburg

OR

P O Box 62437 Marshalltown, 2107

Fax: (011) 838 0302

Email: [ceciliam@numsa.org.za](mailto:ceciliam@numsa.org.za)



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NUMSA reserves the right not to make the appointment;
The interview process is guided by the principles and objectives of Employment Equity legislation;
Only shortlisted candidates shall be invited for an interview;
Shortlisted candidates shall be subjected to a competency/skills assessment;
If you are not contacted within <b>fourteen (14) days</b> of the closing date, kindly consider your application to be unsuccessful;
Applications from persons with disabilities are encouraged;