



INTERNAL/EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical and expeditious manner.

CLEANER (X2)

Pretoria Office, Ashlea Gardens

Remuneration: The position offers a market related salary.

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint candidates who are results-driven, passionate about service delivery, thrives under pressure and team player with high levels of professionalism.

Minimum Requirements and Key Competencies:

- Grade 10 or standard 8 or equivalent
- Grade 12 or matric will be advantageous
- 3 - 5 years proven working experience as a cleaner
- Working experience in corporate offices
- Prior working experience in the OPFA environment will serve as an advantage
- Experience in handling cleaning equipment and machinery
- Good interpersonal relationship skills
- Ability to multitask
- Ability to communicate and work well with others
- Knowledge of cleaning chemicals and supplies

Responsibilities:

- Follow all occupational health and safety regulations
- Clean, wash, sweep, sanitize, vacuum and mop all designated areas as per schedule to maintain a good image and health standards. Ensure well maintained office
- Clean glass spaces on a regular basis or as and when required. Wash blinders, window seals
- Clean bathrooms/restrooms on a regular basis as agreed upon with the Office Admin
- Refill toilet paper and hand soap to the relevant bathrooms/restrooms
- Empty all office bins and/or dispose microbiological waste
- Wash all dishes and maintain clean and tidy kitchen environment
- Ensure meeting rooms are clean and prepared after each meeting
- Ensure the tea/coffee station is set up and well stocked with all refreshments for all meetings and visitors
- Notify management of occurring deficiencies or needs for repairs
- Stock and maintain supply rooms
- Perform and document routine inspection and maintenance activities
- Conduct heavy cleansing tasks and special projects – ability to work extra hours and on weekends

Interested persons should apply in writing by submitting their CV to careers@pfa.org.za. People with disability are encouraged to apply. Closing date for applications is 18 November 2022.

The OPFA reserves the right not to make an appointment. If you do not receive any response within 2 weeks of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed