



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

FACILITIES GENERALIST: REFRESHMENT CO-ORDINATOR (X2)

Remuneration Package R122,595.00 per annum (Excl. benefits)

Reference: (Ref. S009/2020)

Pretoria

The incumbent will be required to: To clean work environments; meeting facilities, and provide basic refreshments (such as tea and coffee) in meeting rooms.

Qualifications and experience requirements: A minimum 12 months hospitality / catering experience. • Grade 8, Abet A 3 or equivalent

Some key outputs include: **Housekeeping:** Clean meeting facilities and supply with basic refreshments and crockery. • Keep and maintain kitchen environment tidy and provide basic catering needs for all employees at NT. • Maintain all meeting facilities before, during and after meetings. **Refreshment Coordination:** Properly stock kitchen with the necessary catering needs and record consumption. • Keep meetings rooms tidy after meetings and replace dirty glasses and water canisters. **Stockpiling of groceries:** Check stock and perform self-auditing on grocery utilisation. • Provide clean water to work space areas. **Keep kitchens tidy:** Keep kitchens tidy to maintain a healthy and clean environment.

Applications may be sent via e-mail to Recruit.ODG@treasury.gov.za

Closing date: 17 February 2020 at 12:00

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned. Kindly note: applications that are not accompanied by a fully completed Z83 will not be considered including late applications. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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Please note: We only accept applications sent via email to the above-mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page: <http://www.treasury.gov.za/careers/default.aspx> or contact Ms Lorraine Pale, 012 406 9087

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