

100 Cleaner vacancies at City of Tshwane

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- **Location:** All regions within the City of Tshwane
- **Salary:** R6,000 per month
- **Reference Number:** GPDD040-2025
- **Department:** Group Property – Facilities Management and Office Accommodation

This role offers a fantastic chance to join the City of Tshwane's Facilities Management team and play a key role in maintaining a clean, safe, and professional environment at various administrative buildings across the region.

As a Cleaner, you will be responsible for providing cleaning services across several office buildings within Tshwane. Your duties will include cleaning offices, passages, parking areas, stairways, toilets, and much more. You'll also be responsible for maintaining a neat and hygienic environment that promotes productivity and comfort.

Key Requirements

To apply for the Cleaner position, here are the key requirements:

- Basic literacy skills to perform cleaning duties and follow instructions effectively.
- Previous cleaning experience in an office environment is advantageous but not essential.
- Physical fitness and good health are essential since this role involves continuous physical work, including sweeping, mopping, and lifting.
- Willingness to be deployed anywhere within Tshwane, as required by the department.

Personal Attributes and Competencies

The ideal candidate for this position will have the following personal attributes and competencies:

- Strong communication skills to interact with colleagues and supervisors.
- A team player who works well with others and takes pride in their duties.
- Hard-working and reliable, with a strong sense of responsibility for maintaining cleanliness standards.

Primary Functions

Your day-to-day responsibilities will include:

- Sweeping, scrubbing, polishing, stripping, sealing, and vacuuming various areas.
- Cleaning windows, walls, lifts, vehicles, stairways, toilets, and office equipment.
- Emptying and cleaning bins and ashtrays.

- Collecting recyclable paper within the building for disposal or recycling.

This role is essential for maintaining the high standards of cleanliness and hygiene in the City of Tshwane's administrative buildings.

Commitment to Equal Employment

The City of Tshwane is committed to providing equal employment opportunities for all qualified individuals, regardless of race, gender, physical disability, age, culture, political opinion, or sexual orientation. This commitment extends to individuals with disabilities, who are encouraged to apply for this role.

In line with the City's Employment Equity Plan, preference may be given to candidates from underrepresented designated groups. However, all applicants will be considered on their merits, and no applicant will be unfairly excluded.

Important Notes for Applicants

Before you apply, here are a few important points to remember:

- **Verification of Qualifications:** All candidates must be able to provide proof of their qualifications during the selection process. Any misrepresentation of qualifications or failure to provide proof of qualifications will result in immediate disqualification.
- **No Late Applications:** The online application system will close **at midnight on 21 January 2025**. Ensure that you complete and submit your application on time, as no late applications will be accepted.
- **No Walk-ins:** Applications are **only accepted online** through the **City of Tshwane e-Recruitment system**. Make sure you apply via the official website to be considered.

How to apply

Applying for the Cleaner position is easy and can be done online in just a few simple steps:

1. **Visit the City of Tshwane Website:** Go to www.tshwane.gov.za.
2. **Access the e-Recruitment Portal:** Click on e-Services, then select e-Recruitment.
3. **Register Your Profile:** If you're a first-time applicant, register your profile by selecting the Register option. Complete your profile with all required information.
4. **Search for the Job:** Under the Job Search section, look for the Cleaner (100 Posts) position and follow the prompts to apply.
5. **Submit Your Application:** Complete the application form, answer any necessary questions, and submit your application.

For more detailed instructions, refer to the **HOW-TO** user guide available on the e-Recruitment portal.

Contact Information

For further inquiries about the application process, or if you need assistance, you can contact:

- **LJ Moleli:** 012 358 4346
- **Recruitment Centre:** Upper Ground Level, Middestad Building, 252 Thabo Sehume Street, Pretoria CBD

For technical issues with the application process, email erecruithelp@tshwane.gov.za.

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