



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### INSTITUTIONAL SUPPORT

#### **INTERNAL ADVERT**

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga- Rankuwa (North of Pretoria) and the following position(s) is/are currently available

#### **Machine Operator (16 posts) - Ga- Rankuwa Machine Operator (1 post) - Swartriggens**

*Ref: 77/2021/BGM/P14*

The incumbent will be responsible for daily garden and grounds maintenance operations. The required candidates must be hardworking and self-motivated individuals who will render efficient services through maintenance and development of gardens and grounds. The incumbent must meet the requirements, competencies and be responsible for the key performance areas listed below:

#### **REQUIREMENTS**

- Basic Adult Education / Secondary Education (minimum of Standard 6/ Grade 8) and ability to read and write
- Machine Operator certificate
- Minimum of 1 (one) year's relevant experience working with machinery such as brush cutter, push mower, ride on mower, chainsaw and other in horticultural machinery and equipment
- Proven experience working with power machinery
- Must have acceptable knowledge of Horticultural equipment
- Must have a keen interest in gardening work and machine operations
- Experience in working with variety of equipment and tools which require physical labour and working outdoors
- Willingness to work under adverse conditions as well as working with chemicals that are poisonous/ toxic
- Be willing to work overtime, including Saturdays, Sundays and during emergencies situations as and when required

## COMPETENCIES

- Good Gardening skills
- Ability to communicate as well as the willingness to work individually and with a team
- Must be performance driven
- Ability to work without constant supervision
- Good problem solving skills
- Attention to detail
- Stakeholder engagement and client service orientation
- Results focused

## KEY PERFORMANCE AREAS

- Maintain and clean gardens and grounds
  - Ensure all machinery and equipment are in good working order
  - Ensure all tools are in good working order and in accordance with required standards
  - Cut and maintain lawn, grass, trees and shrubs as and when required
  - Conduct turf and grass maintenance
  - Tree felling, pruning and alien plant eradication
  - Undertake any other garden work when there are no machine operation activities conducted as and when needed
- Garden waste management and disposal
  - Rake and load grass to designated sites
  - Assisting to load and offload cut trees / grass to designated disposal sites
- Equipment maintenance and care
  - Removing and washing off debris from machines and equipment's used
  - Assisting with placing and stacking machines and tools in designated storage area and/ or verbally reporting the condition/ status of tools to the immediate Supervisor
  - Ensure all machinery and equipment's are in good working order and in accordance with required standards
- Team support and client service
  - Act in a professional and responsible manner towards customers(including supervisors, team members or visitors)
  - Ensure compliance with asset control measures through proper management of operational items and equipment
- Ensure compliance with basic OHS regulations
- Contribute to the overall development of SMU and actively improve institutional culture
- Carry any other duties as assigned by the Line Manager

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**Closing date: 15 June 2022**

**Applications through Employment Agencies will not be considered.**

Typed applications (quoting the reference number) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms BG Mbanjwa, to the Human Resources Department, P.O Box 68, Medunsa, 0204.

**The applications must be hand delivered to (place in an application box):**

**Human Resources Department, 5<sup>th</sup> Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521-3071.*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

*Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.*

*The University reserves the right not to make an appointment.*