



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### INSTITUTIONAL SUPPORT SERVICES

#### CLEANING SECTION

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 positions are currently available:

#### **TEAM LEADER (3 POSTS)**

*Ref: 36/2022/KM/P14*

The University is looking for energetic individuals who have pride in their jobs, and who will be responsible for the overall general supervisory cleaning duties at the University and any other related functions. He/she will report to the Head: Campus Cleaning and must meet the requirements, competencies and be responsible for the key performance areas below.

#### **REQUIREMENTS**

- Grade 12/Matric
- At least two (2) years' relevant experience
- Experience and knowledge relating to the use of cleaning equipment, chemicals and substances
- Experience and knowledge relating to health and safety management, and the relevant legislation within the cleaning environment
- Supervisory experience (having monitored and checked the work of employees and provided training or guidance to junior employees)
- Ability to interact in a pleasant manner with employees /students at all levels and to encourage and motivate a diverse group of cleaning employees
- Must be computer literate

#### **COMPETENCIES**

- Technical/ professional knowledge and skill
- Resource management
- People management including performance management
- Good Interpersonal relationships
- Good Decision-making and problem solving
- Good Communication skills
- Honest and ability to keep to timelines
- Quality assurance
- Attention to detail
- A team player

- Good personal hygiene
- Client service orientation

## **KEY PERFORMANCE AREAS**

- Supervision of cleaning employees, including the deployment of Cleaning employees across the areas of responsibility in accordance with a cleaning plan schedule
- Planning, organising, leading and monitoring cleaning operations
- Provision and utilisation of cleaning material
- Scheduling of shifts with cleaning employees, including re-arranging duties and rosters as necessary
- Safety, health and environmental management and compliance, including the provision of protective clothing
- Manage Human Resources activities within the Cleaning Section (leave, overtime and performance management of employee)
- Manage employee training, development, coaching and mentoring
- Conduct regular visits to sites allocated, in order to ensure that cleaning duties have been carried out to a high standard
- Ensure safekeeping and maintenance of cleaning machinery
- Ensure compliance with SHE policies and procedures
- Prepare relevant operational reports as and when required
- Research and implement best practise in cleaning
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties assigned by the Line Manager

**Closing date: 23 March 2023**

**Applications from Employment Agency will not be considered.**

Typed applications (quoting the reference number) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mr K Mothabela.

**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 OR email to [hr.recruitment7@smu.ac.za](mailto:hr.recruitment7@smu.ac.za)**

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) 521-4433*

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.*