



BeyondZero

a partner in public health transformation

Beyond Zero(BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 16 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022, Beyond Zero is recruiting to fill the following Positions under the GF funding mechanism.

Contract duration: One year fixed term with possibility of extension for 3 years depending on funding availability.

Anticipated start date: 18 June, 2019

Closing date for applications: 12 Noon (CAT), 20th May,2019

Remuneration: Market related.

GENERAL MAINTENANCE STAFF

{1 X EASTERN CAPE} {1 X FREE STATE} {1 X LIMPOPO PROVINCE}

Position Description Summary: To perform cleaning functions for the office and ensure a clean hygienic work environment for BZ staff.

Duties and Responsibilities:

- Responsible for all cleaning duties in the office i.e. cleaning of all offices, training rooms, bathrooms, kitchens
- Prioritizing areas that need immediate cleaning
- Emptying /cleaning trash cans each day
- Preparing tea for visitors and office staff
- Setting up of refreshments area for meetings and workshops
- Ensure that all cleaning equipment is kept in good working order
- Securing all cleaning equipment and material
- Responsible for maintaining stock of kitchen utensils/crockery and cleaning materials



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- Timely reporting to the Supervisor of any damage / faults found while undertaking cleaning duties

Minimum requirements

- Grade 10 (Matric will be advantageous)
- Minimum 3 years cleaning experience in a professional work environment
- Ability to communicate in English
- Be of clean habits
- Good communication and interpersonal skills
- Ability to prioritize daily work schedule
- Planning and organizational skills





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By applying for any of the above mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.

To Apply: Cover letters clearly stating the Position being applied for and preferred region /location as stated on the advert, CVs, and copies of qualifications must be forwarded to **gfreruitment@beyondzero.org.za**

NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and, any future correspondence from BZ thereof will be limited to shortlisted applicants only.

Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and also reserves the right not to fill any of the listed Positions.

None South African Citizens and none South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa.

Beyond Zero is an equal opportunity employer.

Candidates from key vulnerable populations are encouraged to apply

