

Job Title:	Cleaner
Type of Position	3-Year Fixed Contract
Reporting to	Human Capital Practitioner
Based:	Pretoria
Reference No:	HRREC006/25

QUALIFICATION AND EXPERIENCE:

- Grade 12,
- 01 Year Experience in Cleaning Environment.

KNOWLEDGE AND SKILLS

- Safety Cleaning, Time Management, Basic Organising Skill, Reading, Honest, Adequate friendliness, Consistency and Attentiveness, Attention to details, Customer focused, Confidentiality, Professionalism, Reliability

KEY DUTIES AND RESPONSIBILITIES

1. Daily Activities

- Empty refuse bins in the kitchens and in office where necessary;
- Wiping and sweeping under and around seats and table;
- Serve tea for managers;
- Cleans and disinfects sinks, countertops
- Prepare boardrooms for meetings
- Make tea for visitors/meetings and prepare for lunch during meetings and other NAMC events
- Wash dishes in the kitchen

2. Weekly Activities

- Vacuums all office floors
- Wash glass doors, mirrors and dust wall pictures every week
- Dusting of hard surfaces
- Clean inside and outside cupboards; fridges; micro-oven;
- Remove unwanted stuff from the fridges;

- Water and dust plants;
- Ensure that all cleaning equipment are fully functional and kept clean
- Clean water coolers;
- Ensuring that furniture is properly organized after cleaning;
- Telephone, keyboards and computer screen cleaning

3. Monthly Activities

- Spot cleaning of carpets once every month;
- Wash walls where necessary;
- Monitor the use and availability of cleaning chemicals;
- Clean empty offices before new employees occupy them where necessary
- Wash/polish/dust the grocery store and safe
- Grocery shopping
- Office grocery shopping every month-(arrange with the driver in time)

To apply for the position, please forward CV to hrrecruitment@namc.co.za. Kindly quote “**Cleaner**” in the subject line when applying. Closing date: 26 September 2025. Only shortlisted candidates will be requested to submit certified copies of ID and Qualifications. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. Successful candidate will be subjected to reference checks and qualification verification prior to appointment.

NB: All applications without quoting “**Cleaner**” in the subject line will be automatically disqualified.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the Protection of Personal Information Act, Act 4 of 2013 (POPIA): I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit www.namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.