



South African Consulate-General
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29 July 2022

INTERNAL & EXTERNAL ADVERTISEMENT FOR A VACANT POSITION

The South African Consulate General in New York hereby invites applications from suitably qualified individuals with the necessary and adequate qualifications and experience:

- Post Name** : **Cleaner (1 post)**
- Post Level** : **1**
- Salary Notch** : **\$23 172 – \$36 996 p.a.**
- Additional Benefits** : Medical Scheme, Social Security, Provisioning for Pension, Annual Bonus & Long Term Disability
- Basic Functions** :
- ✓ Knowledge about efficiency of cleaning material
 - ✓ Proper use and maintenance of equipment
 - ✓ Practical cleaning experience in an office environment and working with several staff members
 - ✓ Knowledge, skill and understanding of all phases of the job and closely related matters

Minimum Qualification / Generic Competencies:

- ✓ A minimum of 5 years schooling plus one year cleaning experience
- ✓ Client Services Focus
- ✓ Ability to work under extreme pressure
- ✓ Ability to work overtime when required
- ✓ Good interpersonal skills
- ✓ Must have good communication skills and proficiency in English (i.e. speak, read & write)
- ✓ Render cleaning services at the Chancery and the Official Residence.

Application Procedure: Interested applicants should submit their application in a following format:

- Application Form (downloadable at https://www.southafrica-usa.net/consulate/pdf/Application_for_Employment_R.pdf)
- A comprehensive CV
- Copies of all qualifications (*Originals will be required from short-listed candidates during an interview*)
- Notarized copy of identification document
- References/Service Certificates from previous employers
- **(Failure to comply with the above will result in disqualification)**

Applications and relevant documents must be hand-delivered, mailed, or emailed to the South African Consulate General for the attention of the **Corporate Services Manager**. All documents must be translated in English. ***South Africans and other nationals with a valid US work permit may apply.***

Selection Process: Please note that communication will be limited to the short-listed candidates only. No enquiries pertaining to the advertisement will be attended to.

Closing Time & Date: **14h00, 19 August 2022**

NOTE: *Medical/ Health Questionnaire, Police Clearance Certificate shall be required from shortlisted candidates.*