



University of Cape Town Lung Institute CENTRE FOR CHILD AND ADOLESCENT LUNG HEALTH UNIT

GENERAL ASSISTANT

The **Centre for Child and Adolescent Lung Health Unit (CHILD)**, based in the Drakenstein Child Health Study in Paarl, requires applications for a **GENERAL ASSISTANT*** on a **12-month Fixed Term Contract**.

Minimum Requirements:

- Grade 12 / Matric (advantageous)
- Grade 10 minimum
- At least 1-year relevant cleaning / housekeeping experience
- Knowledge of how to use cleaning products and cleaning equipment.
- Maintain the highest standards of cleanliness, organisational and time management skills
- Good communication skills
- Ability to work independently and within a team

Advantageous:

- General Computer Literacy
- Fluency in English and Afrikaans

Responsibilities include (but not limited to):

- Perform day-to-day cleaning functions as assigned by line manager.
- Deep cleaning of all areas as and when required.
- Monitor and steward cleaning supplies to avoid wastage and report stock shortages timeously.
- Prepare refreshments for study participants as and when required.
- Monitor and steward participant refreshment supplies and report stock shortages timeously.
- Ensure cleaning equipment is kept in proper working condition and stored away for safekeeping.
- Follow procedures regarding the waste management process.
- Set up of venues and prepare and serve refreshments & beverages for study meetings, training and other events – which may occur outside cleaner working hours.
- Ensure safety hazards are identified and neutralized.
- Maintain good interpersonal skill and be a team player.
- Maintain strict confidentiality as it relates to participant information.

Additional Information:

- 12-month fixed term contract
- Working Hours: 23 hours per week, Monday to Friday
- Position will be based across study sites in Paarl (mainly Paarl Hospital and TC Newman).

To apply, interested applicants are requested to [click here](#) to complete the online application process with a **cover letter and updated CV**

Closing Date: 15 November 2024

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.

***Please Note: This Position is not on UCT Conditions of Service**