

## THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key programmes constitute the focus of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit [www.cbrta.co.za](http://www.cbrta.co.za)

## JOB PURPOSE

To clean offices, serve tea and refreshments, collect and distribute mail/documents, messenger services, relieves at switchboard/reception, building maintenance, equipment maintenance, and other related services.

- Good time management
- Basic knowledge of cleaning products
- Communications
- Customer Service
- Teamwork and collaboration
- Service delivery
- Innovation

## REQUIREMENTS

### Formal Qualifications:

- A high school Grade 10

### Experience:

- 2 years relevant experience in cleaning offices

## KEY PERFORMANCE AREAS

The successful candidate will be expected to:

- Cleaning services
- Provision of office refreshments and catering
- Mail collection/distribution
- Messenger services
- Building and equipment maintenance

Submit detailed CV's including certified copies of qualifications to: Golebaone Morebodi at [recruitment8@cbrta.co.za](mailto:recruitment8@cbrta.co.za) and please quote the reference number.

## COMPETENCY REQUIREMENTS

### BENEFITS:

Employer offers an all-inclusive remuneration package of R166 171 p.a.

**NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities are encouraged to apply.**

**Closing Date: 05 October 2023**

**C-BRTA reserves the right not to appoint.**

Short-listed candidates will be subjected to a reference, security clearance and criminal records check. Should you not hear from the C-BRTA 21 days after the closing date, consider your application unsuccessful.

It is our intention to promote representivity in respect of race, gender and disability through the filling of this position. Candidates whose appointment will promote representivity will therefore receive preference.

In order to consider any application for employment, the Agency will have to process your personal information.

A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal>, which **HR. Processing Notice** we request you kindly download and read.