



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240404/1702
Advert Reference Number:	Ref No: DTP025/04/24
Job Title:	Handyman
Job Level:	Paterson B3
Vacancy Type:	External
Salary:	R187,000 to R261,800
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Assets and Operations
Number Of Posts:	1

Duties/Responsibilities:

To provide plumbing/carpentry and general maintenance support and installations to DTPC facilities and precinct in general.
Infrastructure, Building and Equipment Inspections
Inspect DTPC buildings and plumbing/carpentry infrastructure to ensure that they are in good condition.
Keep accurate records of the condition of plumbing/carpentry in DTPC facilities and precinct.
Take proactive remedial actions, as and when necessary, to ensure that adverse effect to DTPC buildings and equipment is limited or prevented.
Maintenance of Facilities
Implement maintenance activities as directed.
Conduct various work tasks as per job cards issued.
Implement remedial actions or repairs where required.
Follow on previous plumbing/carpentry related tasks and ensure that required maintenance and repairs are completed.
Respond quickly to job requests and enquiries to ensure high level of tenant satisfaction and DTPC personnel.
Maintain Plumbing/carpentry systems in efficient operational state in accordance with supplier specifications/Original Equipment Manufacturers (OEM).
Carry out repairs for specific plumbing/carpentry and other maintenance work.
Conduct all maintenance tasks safely to prevent personal injury or injury in accordance with DTPC Safety & Health Policies.
Verbally report on maintenance tasks/job conducted.
Record monthly water meter readings for all DTPC buildings and infrastructure.
Project Support
Provide input on the feasibility of projects conducted by other divisions e.g. Development Planning and Infrastructure (DPI).
Initiate or suggest possible projects that can lead to improvement of plumbing/carpentry and general upkeep of DTPC facilities.
Adhere to safety rules and regulations during project execution, which includes work performed by third parties.
Water Management Support
Provide support with respect to water savings initiatives.
Take meter readings as and when required.
Identify and proactively seal all areas where water leaks could be happening.

Qualifications and Experience:

NTC 3 in plumbing / carpentry or equivalent.
2-3 years' experience in plumbing / carpentry installations or general maintenance.
Code EB/08 drivers' licence, and be willing to work off site.

Essential Knowledge, Skills and Competencies Required:

Plumbing / carpentry and general maintenance skills.
Water billing systems knowledge.
Knowledge of fault-finding and troubleshooting methods.
Knowledge and understanding of safety procedures and regulations.
Computer Literacy (Ms Office: Word, PowerPoint, Excel).

Additional Information

Openness to ideas, Analysis and problem solving, Judgement and decision making, Learning focus, Stress tolerance, Flexibility, Teamwork, Customer, quality and detail focused.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “Click on KZN Provincial Government e-Recruitment Vacancies, S’Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 26 Apr 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.