

AMATHOLE DISTRICT MUNICIPALITY

TO: ALL STAFF

FROM: DIRECTOR: CORPORATE SERVICES

SUBJECT: REFERRAL RECRUITMENT: CORPORATE SERVICES DEPARTMENT

PERSON DEALING WITH THE MATTER: MS. N. PLAATJIE

REF: 4/3

DATE: 03 JUNE 2026

ADM employees are requested to refer applicants in terms of clause 7.8.1 of the ADM Recruitment Policy to apply for the above mentioned positions. Note that all received applications will be subjected to ADM selection processes to get suitable candidates for the position.

GENERAL WORKER: HOUSEKEEPING (E.L.)

TASK Grade 03

Inclusive salary package: R230 940.00-R259 140.00 p.a.

[Salary scale: R127 788.00 – R150 108.00 p.a.]

[First preference will be given to Coloureds, Indians and Whites]

Requirements include: Grade 10 or AET equivalent; 3 months relevant experience; must be physically fit enough to perform the duties associated with this post.

Duties includes: Providing and maintaining a hygiene and presentable office environment to support in the achievement of work objectives; cleaning and vacuuming offices, boardrooms and chambers; disinfecting kitchen floors, surfaces; polishing and dusting furniture, computers, phones and emptying bins; receiving cleaning material including detergents from the supervisor for cleaning and pouring prescribed chemicals into toilet cisterns; performing general labour tasks; engaging in team work and providing support to colleagues where necessary.

All interested person should fill an application form that is available at the ADM entrance point and website www.amathole.gov.za. A detailed CV must be attached to the application form together with certified copies of relevant certificates including ID and delivered to Amathole District Municipality, Corporate Services Department, 15 Rees Street, Quigney, East London or an applicant may hand-in a completed application to ADM Office and place it in the application box that has been provided near the security entrance on the ground floor.

For enquiries, please contact Ms. F. Manyolo at the following numbers (043) 783 2369/2555

Closing date: 12 June 2026 at 15h30

NB! Faxed, emailed and incomplete and late applications will not be considered. Canvassing with Councillors and whoever is not permitted, and proof thereof will result in disqualification.


Only short-listed candidates will be contacted and if you are not contacted within 30 days after the closing date, you may regard your application as unsuccessful. It must be noted that ADM reserves the right not to appoint in this position.

Amathole District Municipality is committed to the achievement and maintenance of employment equity and diversity, especially in respect of race, gender and people with disabilities.



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03/06/2026