



Applications are invited for this permanent **General Assistant** position.

JOB PROFILE

START DATE: 01 January 2024
DEPARTMENT: Operations, Facilities
REPORTS TO: Facilities Manager
CLOSING DATE: 30 November 2024

<p>Organizational Description</p>	<p>The Oprah Winfrey Leadership Academy for Girls ('the Academy') is a world-class educational platform for girls that is aimed at nurturing a new generation of dynamic women leaders. This residential boarding school is in Meyerton, Gauteng Province, with just over 300 students enrolled in Grades 8 -12. Grade 12. Students write the Independent Examination Board (IEB.) NSC Examination. The Academy is a member of the Independent Schools Association of Southern Africa.</p> <p>Applications are invited from suitably qualified candidates. Applications must be accompanied by a cover letter, CV with names of three contactable references (including the most recent/ current immediate line manager), copy of certified highest qualification/s and/or proof of professional registration (where applicable) and; a certified copy of identity. Interested candidates must register their profile at www.pnet.co.za to submit their application. Further information about the Academy can be found on its website (www.owlag.co.za).</p> <p>Regrettably, emailed, faxed, and hand-delivered applications will not be considered. Only applications submitted through the PNet portal will be considered. Only suitably qualified applications will be considered. Should you hear from us by 31 December 2024, please consider your application unsuccessful. The Academy reserves the right not to fill this position.</p> <p><i>The Academy is an equal opportunity affirmative action employer. The employment decision shall be informed by the Academy's Employment Equity Plan. It is the Academy's intention to promote equity (race, gender and, disability) through the filling of this position with a candidate whose promotion or appointment will promote representation in line with the numerical targets as contained in our Employment Equity Plan.</i></p> <p><i>The Academy, in line with the Protection of Personal Information Act (POPIA), will attempt to ensure that the confidentiality of all applicants for this role is protected. All reasonable measures will be in place to protect personal information but will be</i></p>
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	<p><i>used in the recruitment, selection, and reporting process. By submitting your application, you are recognising and accepting this disclaimer.</i></p>
<p>Minimum academic requirements and experience</p>	<ul style="list-style-type: none"> ● Grade12; ● 3 - 5 years general work experience; ● Plumbing or Electrical Certification will serve as an added advantage; ● A valid EB Driver's License.
<p>Responsibilities</p>	<ul style="list-style-type: none"> ● Carry out all repairs to all building defects within the Academy, leveraging on plumbing or electrical expertise; ● Maintain a high standard of maintenance throughout the Academy, ensuring all work meets professional standards; ● Carry out repairs and routine maintenance to all in-house equipment and buildings, utilising specialised skills in plumbing or electrical work; ● Liaise and collaborate with relevant colleagues to ensure maintenance work is carried out as necessary; ● Safe handling of supplies & equipment, and clearing away after completion of jobs; ● Ensure safekeeping of supplies and equipment by keeping them in their appropriate storage rooms, cupboards etc, ● Adhere to the Health and Safety regulations; ● Attend formal and ad-hoc meetings with the Facilities Manager / Supervisor as required to discuss progress against assigned jobs and departmental projects; ● Perform any other tasks of a reasonable nature as requested by your Supervisor.
<p>Knowledge, Skills and Attitude</p>	<ul style="list-style-type: none"> ● Knowledge of general maintenance and associated tools; ● Willingness to work after hours including weekends; ● Knowledge of repair procedures,; ● Continuous process and product improvements; ● Knowledge Health and Safety Act; ● Attention to detail; ● Good people/communication skills; ● Integrity; ● Time management; ● Creativity within your discipline; ● Ability to “think out the box”; ● Ability to multitask; ● Ability to prioritize tasks; ● Ability to take initiative; ● Organising skills; ● Demonstrate high levels of professionalism; ● Act with the highest integrity and always uphold the Academy's standards and values (Respect, Honour, Compassion, Service, Responsibility and Accountability).