



**OFFICE OF THE HIGH COMMISSIONER
SOUTH AFRICAN HIGH COMMISSION
COLOMBO, SRI LANKA**

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SOUTH AFRICAN HIGH COMMISSION

TO

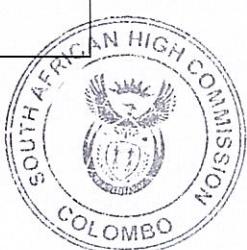
SRI LANKA AND MALDIVES

VACANCY ADVERTISEMENT-COLOMBO

The South African High Commission is looking for suitable applicants for the following position:	
JOB TITLE: CLEANER	
JOB PURPOSE	TO CLEAN AND KEEP THE MISSION IN AN ORDERLY CONDITION
KEY PERFORMANCE AREA (KRA)	<p>1. PERFORM CLEANING DUTIES</p> <p><i>Outcome:</i></p> <ul style="list-style-type: none">• To keep all areas of the Mission clean and neat, whilst always observing principles of Batho Pele• Clean and maintain office areas, including workstations, meeting rooms, and pantry• Serve tea, coffee, and refreshments to staff and guests as required• Monitor pantry and office supplies; assist with restocking when necessary• Assist in arranging meeting rooms and ensuring they are tidy and ready for use• Provide assistance to visitors and ensure hospitality standards are maintained



	<p>2. SERVICE DELIVERY (Batho Pele)</p> <p><i>Outcome:</i> Satisfied customers</p> <ul style="list-style-type: none"> • Participate in the development of service delivery standards. • Continuously measure own service delivery against service delivery standards. • Take action to improve own service delivery to meet or exceed service delivery standards; make recommendations to changes in work procedures; implement corrective action processes. • Understand, acceptance and apply the Batho Pele service delivery principle (e.g courtesy, openness, transparency) in own day-to-day work; make excellence in service delivery a way of life. • Give immediate attention to customer complaints and queries; handle complaints and queries in a way that will ensure that problems do not reoccur
POST REQUIREMENTS	<ul style="list-style-type: none"> • A minimum of 5 years schooling plus one year cleaning experience • Knowledge about efficiency of cleaning material • Proper use and maintenance of equipment • Practical cleaning experience in an office environment and working with several staff members
GENERIC COMPETENCIES	<p>SKILLS</p> <ul style="list-style-type: none"> • Networking • Communication • Negotiation • Problem-solving • Language proficiency



	BEHAVIORAL ATTRIBUTES <ul style="list-style-type: none"> • Adaptability • Insight • Conceptualisation • Analytical thinking • Actualisation • Sense of urgency • Initiative
ANNUAL BASIC SALARY	Per annum to be calculated based on experience
BENEFITS	EPF, ETF, Medical Scheme, Bonus (equivalent to two months Annual Basic Salary)
GENERAL INFORMATION: <ul style="list-style-type: none"> • Place of work: South African High Commission • Present clearance paper from the current or last employer • All applications must be accompanied by a C.V. and certified copies qualifications (Translated into English), Identity Document and be hand-delivered to the South African High Commission • Residence permit must be attached in case of Foreign Nationals • Attach Police clearance • Only shortlisted applicants will be considered as potential candidates for the interview • Applications will not be returned to the applicants 	PHYSICAL ADDRESS: <p>SOUTH AFRICAN HIGH COMMISSION 114 ROSMEAD PLACE COLOMBO 07</p> <p>All applications can be hand delivered at the South African High Commission and completion of an application form on the spot between 09:00 to 12:00 pm from Monday to Friday.</p> <p>For enquiries contact:</p> <p>Mr H Fasasie First Secretary: Administration & Consular or Ms J Langa Third Secretary: Administration & Consular</p> <p>Tel: +94 77 363 3334</p> <p>Closing date for submission of applications:</p> <p>22 December 2025 at 12:00 pm</p>

