



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

114 Rosmead Place, Colombo 07. Tel: +94 76 5503 909 Fax: +94 11 2688 670

**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)**

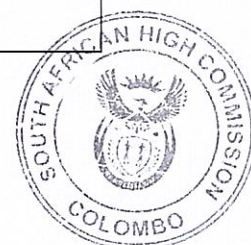
**1. PERFORM CLEANING DUTIES**

*Outcome:*

- 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><b>2. SERVICE DELIVERY (Batho Pele)</b></p> <p><i>Outcome:</i> Satisfied customers</p> <ul style="list-style-type: none"> <li>• Participate in the development of service delivery standards.</li> <li>• Continuously measure own service delivery against service delivery standards.</li> <li>• 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.</li> <li>• 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.</li> <li>• Give immediate attention to customer complaints and queries; handle complaints and queries in a way that will ensure that problems do not reoccur</li> </ul>
<b>POST REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A minimum of 5 years schooling plus one year cleaning experience</li> <li>• Knowledge about efficiency of cleaning material</li> <li>• Proper use and maintenance of equipment</li> <li>• Practical cleaning experience in an office environment and working with several staff members</li> </ul>
<b>GENERIC COMPETENCIES</b>	<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>• Networking</li> <li>• Communication</li> <li>• Negotiation</li> <li>• Problem-solving</li> <li>• Language proficiency</li> </ul>





	<b>BEHAVIORAL ATTRIBUTES</b> <ul style="list-style-type: none"> <li>• Adaptability</li> <li>• Insight</li> <li>• Conceptualisation</li> <li>• Analytical thinking</li> <li>• Actualisation</li> <li>• Sense of urgency</li> <li>• Initiative</li> </ul>
<b>ANNUAL BASIC SALARY</b>	Per annum to be calculated based on experience
<b>BENEFITS</b>	EPF, ETF, Medical Scheme, Bonus (equivalent to two months Annual Basic Salary)
<b>GENERAL INFORMATION:</b> <ul style="list-style-type: none"> <li>• Place of work: South African High Commission</li> <li>• Present clearance paper from the current or last employer</li> <li>• 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</li> <li>• Residence permit must be attached in case of Foreign Nationals</li> <li>• Attach Police clearance</li> <li>• Only shortlisted applicants will be considered as potential candidates for the interview</li> <li>• Applications will not be returned to the applicants</li> </ul>	<b>PHYSICAL ADDRESS:</b>  <b>SOUTH AFRICAN HIGH COMMISSION</b> <b>114 ROSMEAD PLACE</b> <b>COLOMBO 07</b>  <b>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.</b>  <b>For enquiries contact:</b>  <b>Mr H Fasaki</b> <b>First Secretary: Administration &amp; Consular</b> <b>or</b> <b>Ms J Langa</b> <b>Third Secretary: Administration &amp; Consular</b>  <b>Tel: +94 77 363 3334</b>  <b>Closing date for submission of applications:</b>  <b>22 December 2025 at 12:00 pm</b>

