



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

Assistant Manager: Cleaning Services x2 Permanent position

Department: Cleaning Services and Facilities Management
Designation: Assistant Manager: Cleaning Services
Reporting to: Manager: Fleet
Reference Number: **ASST:CS 12/2025**
Remuneration: **R 59 500.00 (Basic salary excluding benefits per Month)**
Local: Braam Park, 33 Hoofd Street, Braamfontein

Minimum Requirements

- Matric/Grade12 plus a National Diploma in Property Management/Facilities Management/Business Management.
- Training in cleaning techniques, safety regulations and management or related field will be an added advantage.
- Valid driver's licence

Experience

- 4-5 years' experience in property/facilities/cleaning management
- 5-6 years' experience supervising a cleaning team.
- Experience in cleaning operations and commitment to providing high quality service.
- Knowledge and understanding of local government regulations.

Primary Function:

The Assistant Manager cleaning is responsible for coordinating the activities of Public Conveniences and provides operational and management functions that expedite and streamline cleaning services, maintenance, repairs, work orders and support public convenience staff to ensure that Public Conveniences are efficiently and effectively operated.

Key Performance Areas

Cleaning Services Operations Management

- Ensure that PC's are clean and hygienic at all operational time
- Ensure compliance with all Company policies and statutory regulations relating to Health & Safety, safe working practices hygiene, cleanliness and fire in relation to PC's.
- Develop and Implement daily/weekly/monthly cleaning schedules and daily/weekly/maintenance schedule .



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Colloppen | Mxolisi Zondo |
Ntombikayise Tini | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Chief Executive Officer)
Mfanafuthi Zondo (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

- Ensure that all materials e.g. toilet papers and chemicals are ordered timeously for Cleaning staff to perform their duties effectively.
- Ensure timeous delivery of cleaning materials.

Maintenance Management

- Ensure that day to day facilities maintenance is carried out timeously, efficiently and effectively.
- Develop and Implement daily/weekly/monthly cleaning schedules and daily/weekly/maintenance schedule.
- Ensures that all outsourced maintenance management activities are aligned with the maintenance management plan.
- Report immediately any incidents of accident, fire, theft, loss, damage or other irregularities and take such action as may be appropriate.
- Ensures that high-priority maintenance work is accomplished within required timelines.
- Keep accurate records of maintenance issues or concerns related to the cleaning process.

Health & Safety Compliance Management

- Ensure compliance with all Company policies and statutory regulations relating to Health & Safety, safe working practices hygiene, cleanliness and fire in relation to PC's.
- Overseeing cleaning practices and ensuring that the team follows safety guidelines to prevent accidents or exposure to harmful substances.
- Ensures that the cleaning staff uses the proper cleaning materials, handles chemicals correctly and wears personal protective equipment (PPE) where necessary.

Stakeholder Management

- Responds to stakeholder needs in a generic way, irrespective of varying stakeholder needs.
- Presents municipality positively by interacting effectively with stakeholders.

People Management

- Communicates expectations to the team and sets the way forward.
- Manages conflict by considering the relevant approaches

Leading Competencies

- Knowledge and understanding of Health and Safety in the workplace
- Knowledge in cleaning and safety protocols
- Knowledge of updating equipment register and exercises stock control of material issued.
- Understands and applies the correct materials' mending and maintenance techniques, and general cleaning methods.



JOBURG
PROPERTY COMPANY

Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Colloppen | Mxolisi Zondo |
Ntombikayise Tini | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Chief Executive Officer)
Mfanafuthi Zondo (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

- Ability to work long hours

Core Competencies

- Organizational and management skills
- Customer service skills
- Interpersonal communication.
- Time management
- Problem solving skills
- Conflict Management

JPC is an Employment Equity Employer; therefore, “All suitably qualified candidates are encouraged to apply and will be considered. The City of Joburg Property Company applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities”. This vacancy is open to employees of the City of Johannesburg and external candidates.

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted.

- Credit record
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.

APPLY ONLINE: www.jhbproperty.co.za. Please take note that only online applications will be considered. Please apply by using the following link:
https://share-eu1.hsforms.com/1W9Jvu_GZTi6rdZ3hRObtRwew554

ENQUIRIES ONLY:

Contact Person: Lindeni Shoba

Tel No: 060 739 2942

Publication Date:
17 December 2025

**This Vacancy is open to Employees of the
City of Johannesburg and External Candidates**

Closing Date:
02 January 2026



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Colloppen | Mxolisi Zondo |
Ntombikayise Tini | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Chief Executive Officer)
Mfanafuthi Zondo (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Collophen | Mxolisi Zondo |
Ntombikayise Tini | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Chief Executive Officer)
Mfanafuthi Zondo (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07