



## **SEMI-SKILLED ASSISTANT (ELECTRICAL)** (Payclass 06) **RESIDENCE MAINTENANCE DEPARTMENT** **PROPERTIES AND SERVICES**

We invite applications for the above appointment.

The Semi-Skilled Assistant will report to the Technical Inspector in the Electrical discipline with accountability to the Area Maintenance Manager, to assist the Technical Inspector in fulfilling his/her function by performing specific or general duties of an unskilled or semi-skilled nature in the Electrical field.

In addition, the individual will also be required to undertake minor Electrical repairs/fixes assigned by the Technical Inspector as well as to assist out tasked contractors and handypersons in the other campus with access and logistics where direct supervision is not required.

### **Requirements:**

- Minimum grade 12 or equivalent qualifications NQF 4
- 2 years relevant experience in the maintenance department after completing grade 12
- Ability to maintain an acceptable attendance record and punctuality
- Mentally fit, experiencing no difficulty with walking, hearing, eyesight, climbing steps or entering confined spaces with no fear to heights
- Ability to climb into ceiling spaces and heights
- Code 8 driver's licence

### **Responsibilities:**

- Organize materials/tools to assist Technical Inspector or out-tasked contractors with completion of routine or emergency notifications.
- Repair or fixes to specific building services i.e. replacing fluorescent tubes, lamps, ballasts, lamp holders, etc. when instructed by Technical Inspectors according to established
- Assist Technical Inspectors with inspections and conditions audits.
- Monitor access of out-tasked contractors to sub-stations, plant rooms, etc.
- Conduct plant inspections.
- Act as liaison between contractors, Technical Inspectors/ Leaders and UCT community.
- Assist with delivery and receipt of on-site spares and materials and organizing thereof.
- Provide updates and feedback to the Technical Inspector regarding job/work task updates.
- Request client feedback on behalf of the Technical Inspector for debriefing purposes
- Assist out-tasked contractors with access to plant rooms and pump stations.
- Assist with delivery and receipt of onsite spares and materials.
- Act as liaison between the Technical Inspector and the university community
- Cleaning of maintenance workshops, depots and plant rooms
- Clean and maintain vehicles, equipment and tools
- Perform any other duties, which may arise
- Store equipment or appliances for future reuse and maintain an inventory
- Ensure that compliance with the Occupational Health and Safety Act is met
- The Technical Inspector is kept well informed of any work in progress within the Electrical discipline

**The annual cost of employment, including benefits, is between R265 286 to R312 098**

To apply, please e-mail the below documents in a single pdf file to [nobuzwe.dani@uct.ac.za](mailto:nobuzwe.dani@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Candidates will have to undergo a medical examination before the offer of employment is finalised.

Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Website:** [www.uct.ac.za](http://www.uct.ac.za)

**Reference number:** E25622

**Closing date:** 30 June 2025

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf). "*

UCT reserves the right not to appoint.