

CIRCULAR SAVINGRAM



FROM: Senior Assistant Council Secretary

Serowe Administrative Authority

(S.Mothibedi)



TO: All Notice Boards
Serowe Administrative Authority

Ref: U/1/2 (a)

03 March 2017

INTERNAL ADVERTISEMENT VACANCY CIRCULAR NO 9 OF 2017
VACANCY: ADMINISTRATION ASSISTANT-B5/4

Serowe Administrative Authority invites applications from suitably qualified Serowe Administrative Authority and Headquarters employees only to apply for the above post. The post is tenable in Serowe.

Salary: B5 (P27, 648 – P32, 904) per annum
Leave: 20 working days per annum

Benefits Optional Medical Aid Scheme (Government pays 50% and employee 50%)
Contributory pension fund: Government pays 15% and employee pays 5%

Qualification: Cambridge School Certificate or Botswana General Certificate in Secondary Education with credit in English PLUS 2 years on A1 Scale.

Duties:

1. Ensures availability of refreshments such as tea and water for meetings.
2. Supervises the cleaning of officers and surroundings.
3. issues cleaning materials and equipment to cleaners.
4. Writes minutes following the standard format and procedure and submits to the supervisor.

Applications: **Applicants should quote the number of this vacancy circular giving the following details:**

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EXTERNAL ADVERTISEMENT VACANCY CIRCULAR NO 7 OF 2017
VACANCY: CRAFTSMAN I

Serowe Administrative Authority invites applications from suitably qualified Batswana Citizens to apply for the above post. The post is tenable in Serowe.

Salary: B3 (P39, 432 – P47, 148) per annum

Leave: 20 working days per annum

Benefits Optional Medical Aid Scheme (Government pays 50% and employee 50%)

Contributory pension fund: Government pays 15% and employee pays 5%

Qualification: Junior Certificate plus Trade Test B in Welding and Fabrication

Duties:

1. Fabricates burglar bars, weld doorframes, window frames, and structural steel frames.
2. Records details of repairs and materials on the job cards and forward to supervisor.
3. Identifies nature of welding required, considering materials and type of equipment.

Applications: **Applicants should quote the number of this vacancy circular giving the following details:**

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Serowe Administrative Authority


S. Mothibedi



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3RD March 2017

INTERNAL ADVERTISEMENT VACANCY CIRCULAR NO OF 10 OF 2017

VACANCY: KITCHEN HAND

Serowe Administrative Authority invites Serowe Administrative Authority and Head Quarters employees ONLY to apply for the above post.

Salary: A2 (P19 164-P22, 884) per annum

Leave: 20 working days per annum

Benefits Optional Medical Scheme (Government pays 50% and employee 50%)

Qualification: standard seven certificate (PSLE) plus 2 years' experience on A3 scale

MAIN PURPOSE OF THE JOB: To assist the cook in provision of cooking services for the council.

DUTIES:

1. Cleans the kitchen and equipment/ utensils after meals and packs them in lockers.
2. Offloads food stuffs and other kitchen supplies and stocks them in pantry.
3. Assist in preparing meals, settling tables and serving food.
4. Chops firewood and keeps (gas, coal) in a safe place.
5. Empties left-over bins/ buckets after meals
6. Undertakes any other related duties as directed by management.

Applications:

Applicants should quote the number of this vacancy circular giving the following details:

- a) Full name, address, date of birth
- b) Qualifications supported by certified copies of certificates omang and current references.
- c) In case of serving officer:
 - a. Date of first appointment
 - b. Present post and date of appointment thereto
- d) Brief summary of career with duties (CV) should be addressed to:

