Under the direction of the immediate manager, the incumbent is responsible for running smoothly the housekeeping section of the hotel. The incumbent will also be responsible for managing effectively the laundry section through strict stock control mechanisms.

REQUIREMENTS:
• Minimum matric certificate.
• Diploma/Degree in Hospitality management or other relevant qualification will be an added advantage.
• Minimum of 6 years’ experience in housekeeping of which 2 years should be in a Housekeeping supervisory role at a Hotel, lodge or B&B.
• Experience in training of students/interns will be a recommendation.
• Must have laundry supervision experience

KEY COMPETENCIES:
Knowledge
• Housekeeping skills necessary.
• Good general knowledge of laundry detergents and laundry sorting.
• Strong written and verbal communication skills.
• Very well organised and good time management skills.
• Ability to work under pressure.
• Good computer literacy skills and ability to manage linen stock effectively.

Skills
• Good written and verbal communication skills.
• Good problem solving skills.
• Computer skills.
• Good interpersonal skills.

Personal Attributes
• People orientated, hard worker, responsible, reliable, creative and innovative.
• Respectful, honest, punctuality and understand of protocol.
• Proven attributes of transparency, integrity and teamwork

Candidates who meet the minimum requirements are invited to apply for the advertised positions. Remuneration will be commensurate with the level at which incumbents of these post will be expected to perform.

It is compulsory that all applications have the following documents:
• UMP application form for employment (is accessible on www.ump.ac.za)
• Letter of application (that provides detailed information on how the applicant meets the requirements for the position)
• A comprehensive CV
• Certified copies of relevant qualifications, ID and appropriate references.

Failure to comply with the requirements on your application, will automatically disqualify your application. All applications should be sent to: Electronically to: umprecruitment@ump.ac.za, or post to Private Bag x11283, Mbombela, 1200 or hand delivered physically at the University of Mpumalanga.

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the university to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, Ms Nomsa Mnisi or Mr Sydney Thwala. The landline is 013 – 002 0001.

The closing date for receipt of is 22 July 2019.