

Handyman

Location: Port Elizabeth
Type: Permanent
Company: [Varsity College](#)

Direct reporting line:

Head: Student Experience

Varsity College is an educational brand of The Independent Institute of Education (The IIE). The IIE enjoys the reputation of being at the forefront of private higher education in South Africa and is registered with the Department of Higher Education and Training (DHET) to provide higher education qualifications accredited by the Council on Higher Education (CHE).

The IIE's Varsity College Nelson Mandela Bay campus has a vacancy for a reliable Handyman to undertake upkeep and repair tasks at the interior or exterior of company premises. We will rely on you to keep our facilities in perfect condition by doing various odd jobs.

Skillful hands, competency with hand tools and technical knowledge are important parts of a handyman's arsenal. You must be well-organized with strong general repair skills. A keen eye for detail and physical stamina are valued greatly in this job.

Duties and responsibilities:

- Perform maintenance and light repairs
- Set up venues as per instruction from Facilities Co-ordinator when needed
- Paint and/or repair gaps or crevices (on walls, sidewalks etc.)
- Undertake light installation or carpeting
- Look after and take accountability of tools and equipment in storerooms
- Repair equipment or appliances where possible
- Undertake minor plumbing or electrical work
- Assist contractors while on site with major electrical, plumbing work
- Undertake duties as assigned or emergency tasks where needed or instructed by Facilities Co-ordinator
- Identify and report the need for any repairs to line manager
- Oversee subcontracted services on the campus under the direction of the Facilities Coordinator
- Perform regular inspections on the campus to identify items and areas requiring attention
- Responsible on occasion for the opening and closing of the campus
- Responsible for sourcing quotes for campus, under direction of the Facilities Coordinator
- Will be based at the Nelson Mandela Bay campus
- Any ad hoc duties as directed by the Facilities Co-ordinator

Competencies required:

- Well-presented and good communication skills
- Well-organized
- Must have problem-solving skills

- Attention to detail

Minimum qualification requirements:

- Matric or equivalent
- Basic computer skills
- Basic math skills

Minimum experience requirements:

- Proven experience as handyman
- Experience with hardware tools and electrical equipment
- Basic understanding of electrical and plumbing

Working conditions:

- Own reliable transport
- Clear criminal record
- Minimum code B drivers license (Code EB preferred)

Preference will be given to candidates that meet the below requirements:

- Basic Electrical and Plumbing certification.
- Code EB drivers license.
- Basic Firefighting certification.
- Introduction of OHS (specific to Good House Keeping) certification.
- Basic Microsoft Word & Excel skills.

The IIE's Varsity College is an Equal Opportunity Employer . However, preference will be given to previously underrepresented groups in accordance with the South African Employment Equity Act.

Posted on 05 Apr 09:22, Closing date 4 Jun

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mmthembu@varsitycollege.co.za

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