



University of Cape Town Lung Institute

MAINTENANCE HANDYMAN

The University of Cape Town Lung Institute require applications for a **MAINTENANCE HANDYMAN*** on a **Fixed Term Contract**.

The Lung Institute, situated in George Street, Mowbray, is wholly-owned subsidiary of the University of Cape Town and is recognised internationally as a leader in the study of treatments for airways diseases, having performed more than 150 research projects field.

The purpose of this job involves repairing and maintaining buildings and equipment, both indoors and outdoors and to ensure that facilities and equipment are in good working condition.

Minimum Requirements:

- Grade 12 / Matric (advantageous)
- Must have previous experience as a handyman / doing maintenance
- Must be able to use various machinery, tools and products for maintenance of the equipment, building, and property
- Must have a Code 8 drivers license and own vehicle
- Computer Literacy (advantageous)

The ideal candidate must be / have:

- Detail-orientated
- High work standards
- Adaptable and flexible
- Ability to follow instructions
- Being highly observant
- Ability to solve problems
- Have good human relations
- Ability to work under pressure
- Good time management
- Ability to prioritize tasks
- Have a positive attitude to work
- Security consciousness
- Must be in good health
- Able to climb up and down ladders
- Knowledge of health and safety
- Knowledge and ability to use power tools
- Knowledge of carpentry
- Basic knowledge of electrical works

Responsibilities include (but not limited to):

- Repairing and maintaining buildings and equipment, both indoors and outdoors at the Institute
- Ensure that all office furniture and appliances and are always repaired and functioning well
- Assist with moving equipment in the building
- Ensure the painting and renovation of offices and buildings are done, as required
- Ensure landscape around grounds are maintained, as well as indoor plants
- Manage stock / supply of consumables for maintenance work, as well as order and replenish stock as required
- Drop-off and collection of goods, as required
- Ensure health and safety is maintained
- Carry out regular checks and report on any findings and hazardous situations
- Keep good records of expenses made on the repair and purchase of building and office equipment and presenting them upon request by management
- Assist with recycling and compost ventures

Additional Information:

- Full-Time, 40 hours week
- 3-month Fixed Term Contract
- Position will be based at the UCT Lung Institute in Mowbray, Cape Town

To apply, interested applicants are requested to submit a **Cover Letter** and **Updated Curriculum Vitae (CV)** including the names and contact information of two contactable references to: uctlirecruitment@uct.ac.za

Hand delivered applications will also be accepted at the Reception of the Lung Institute, George Street, Mowbray.

Telephone: 021 406 6882

Website: www.lunginstitute.co.za

Reference (in subject line): UCTLI: Handyman

Closing Date: 23 November 2022

Only shortlisted candidates, who **respond with the correct reference**, will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

***Please Note: This Position is not on UCT Conditions of Service.**
