



BUILT ENVIRONMENT INTERN 12 MONTHS CONTRACT

The above mentioned position is available in the Infrastructure and Facilities Management Department at Robben- Island Museum. The purpose of the job is to assist in planning & implementing of all projects and policies within the Facilities Unit of Infrastructure and Facilities Management Department

Duties and Responsibilities:

- Inspect the quality of work done by service providers on maintenance projects and ensure quality of works is adhered to;
- Documentation filing;
- Draw up and submit Specifications for maintenance and repair;
- Inspections and Condition assessments;
- Carry Out Miscellaneous job related duties as assigned;
- Submit minutes, reports to Unit Manager;
- Attend meetings, site briefings.

Requirements:

- Diploma / Degree in any Built Environment related field e.g. Construction, Architecture, Quantity Survey, Facilities Management, Project Management;
- Knowledge of OHSA (safety regulations);
- Computer Literacy;
- Communication;
- Compiling of minutes and writing reports;
- Knowledge of Building Materials & Specifications;
- Knowledge of Quality commitment & work standards;
- Time management;
- Financial Knowledge;
- Valid driver's licence an added advantage;
- Attention to detail;
- Analytical thinking and problem solving skills
- Planning and Organisational skills;
- Planning and Organisational skills

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za by no later than 13 November 2017. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB: