Transport Intern
12 Months Contract

This temporary vacancy is available at Robben Island Museum in the Infrastructure and Facility department reporting to the Unit Manager Transport, the incumbent will be responsible to ensure all administration issues are attended to at transport workshop and ensure daily workshop functions operate in an effective manner.

Duties and Responsibilities:
- Attending to all administration issue at transport workshop and ensure daily workshop functions operate in an effective manner;
- Serving as the contact person regarding all transport related queries;
- Filling Trip inspection forms and make sure they are signed according to schedule of the drivers;
- Issuing vehicles at transport workshop for private tours and site visit and keep the records at all times;
- Arranging ferry bookings for site visit of the service providers;
- Conducting vehicle inspection with the security prior to handing over keys to the driver;
- Scheduling vehicles as needed, input miles and hours for bus trips, vehicle trips, maintain schedules for drivers;
- Submitting requisition to SCM department and keep record;
- Assisting on driving for Departmental site briefings or other related transport business;
- Answering phones at transport unit for all issues pertaining transport unit;
- Loading all transport job cards into a database including roadworthiness schedule;
- Ensuring that log sheets are updated and submitted to the Transport Manager regularly.

Requirements:
- Diploma in office administration or Transport Management and logistic Diploma;
- A valid driver’s license with Code C1 or EC1;
- Computer skills with knowledge of Microsoft Office product;
- Strong communication Skills;
- Must be resourceful and able to find solutions to problems.

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidate is 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 or by no later than 12 April 2019. Note: If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB.