



DRAUGHTING 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 update existing As-built drawings; space planning; filing of documents; drawing up specifications for maintenance and repair of works; check quality of works to ensure that drawing specifications are adhered to; following up Requisitions submitted to SCM and ensure all specification and documents are in order and carrying out inspections and condition assessments of buildings.

Duties and Responsibilities:

- Updating existing as built drawings;
- Documentation filing;
- Specifications for maintenance and repair;
- Inspections and Condition assessments;
- Inspecting the quality of work for active projects on a day to day basis & ensure that drawings data & specifications are adhered to;
- Carrying Out Miscellaneous job related duties as assigned;
- Submitting monthly reports to Unit Manager;
- Attending weekly meetings with Unit Manager.

Requirements:

- Architecture Diploma / Degree;
- CAD Draughting;
- Project Management;

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 31 January 2017. Note : If you do not hear from us within 30 days, please consider your application unsuccessful.