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| INTERNSHIP PLACEMENT FORM | |
| 1. **BRANCH** | HERITAGE PROMOTION AND PRESERVATION |
| 1. **CHIEF DIRECTORATE / DIRECTORATE** | NATIONAL ARCHIVES AND LIBRARIES: ADMIN AND COORDINATION |
| **3. MENTOR’S NAME** | THOBEKA MTHETHWA |
| **4. COORDINATOR’S NAME** | THOBEKA MTHETHWA |
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| Recommended qualifications and area of specialisation: e.g. Bachelor of Arts: History | QUALIFICATION IN THE BUILT ENVIRONMENT  EXPERIENCE IN THE HANDYMAN RESPONSIBILITIES |
| *The purpose of this form is to ensure that there are clearly identified Key Results Areas and activities for Interns to be placed in different Chief Directorates / Directorates.* | |

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| **TARGETED DEVELOPMENTAL AREAS AND ACTIVITIES** | |
| **Key Result Areas** | **Key Activities** |
| **1. LIAISON WITH DPWI** | **Complaints within DPWI threshold**   * Ensure that the complaints received via email and reports is coordinated * site visits conducted to assess the nature of complaints * Drafting of specifications for the appointment of service provider if complaint is below the DPWI threshold * Ensure that the site visits by prospective bidders is conducted * Ensure that appointed contractors are supervised and escorted for the three premises/four buildings * Checking of work done as required before invoice is signed off   **Complaints above the threshold for DPWI with all the details as per the site visit**   * Calls logged with DPW telephonically and via email * Follow ups done until the ref no is issued and contractor is appointed * Contractor escorted and supervised from DPW on the site where complaint is addressed * Checking of work done by the contractor as required * Signing-off of job cards |
| **Attending of maintenance complaints.** | * Attend to the complaints first before reporting the DPWI or submit requests to appoint a service provider (e.g., plumbing, minor handyman work) * Keep the maintenance/servicing record, * Drafting of memos and specifications |
| 1. **ADMINISTRATIVE DUTIES** | * assist with drafting reports related to maintenance. * Assist with drafting of memos for appoint service provider for maintenance. * Organising log 1 as soon as cheapest quote is received * Follow up with SCM until service provider is approved. |

**Senior Managers Signature: -**----------------------------------------

**Date**: --------------------------------------------------