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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 ENVIRONMENTEXPERIENCE 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
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| **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
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| 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.
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**Senior Managers Signature: -**----------------------------------------

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