

VACANCY	
Job title:	Intern (Property, Project, Facilities fields) –12 months Internship
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide support in the Property management and Facilities management fields and assist with project management.
Location:	31 Princess of Wales Terrace, Parktown
Closing date:	14 February 2024
Submit detailed CV to:	Vacancies41@witshealth.co.za
Advert reference number:	Intern (Property, Project, Facilities): 01
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Assist with property, project, and facilities management projects.
- Assist in writing of request for proposals, scope of work, specifications, bills of quantities.
- Adjudicating quotations / Awarding quotations.
- Site hand over to service providers.
- Writing up of service level agreements for service providers to sign.
- Supervision of work done by service providers / quality inspections.
- Occupational health and safety requirements, comply with regulation.
- Administration of site meetings, supply chain management processes, asset management processes.
- Site surveys, collection of data related to services.
- General administration support to staff.

Required minimum education and training.

- Diploma in the following discipline:
 - Build Environment (such as Architect, Quantity Surveying)
 - Civil/ Mechanical/ Electrical engineering
 - Facilities Management
 - Property Valuation and Management
 - Process Engineer
 - Project Management

Desirable additional education, work experience and personal abilities.

- Proficient in Microsoft Office
- Excellent command of the English language. English as a first language a preference.
- Self-motivated, able to work independently and work as part of a multidisciplinary team.
- Willingness to learn.

Should you be interested in applying for this vacancy, please send an email to Vacancies41@witshealth.co.za . The subject heading of the email must read **Intern (Property, Project, Facilities): 01** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed curriculum vitae