

***Are you a quality driven individual?  
Do you have a passion for perfection?***

**If you answered Yes to these questions, you could be just the individual we are looking for.**

**INTERNSHIP: FACILITIES AND MAINTENANCE X2 (12 months)**

**Salary Range (differentiated according to the level of qualification): R 6 375.00 - R 8 375.00 per month**

**Overview of the Organisation**

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from [www.nmisa.org](http://www.nmisa.org)

**Purpose of Role:**

To receive training within facilities and maintenance section, consisting of a theoretical component and practical work, and provide support to the department and perform tasks as required by the organisation.

**Minimum Qualifications, knowledge and Experience**

- Three-year tertiary qualification in Mechanical / Electrical Engineering or equivalent qualification
- Relevant Trade Certificate
- Postgraduate qualification will be an advantage
- Competent in MS Office Software package
- Good interpersonal skills and communication skills
- Organising skills

**Duties and Responsibilities**

- Assistance with maintenance of appropriate stock levels of spares and procurement of spares,
- Assistance with the design, installation, maintenance and modification of electrical and mechanical systems, including HVAC.
- Assistance with fault finding and repairs to HVAC plant and electrical systems to urgently restore operations in the event of breakdowns,
- Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations,

- Perform electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, fluorescent tubes, ballast, sockets, fuses, etc.) using appropriate hand, power and specialty tools.
- Perform minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, etc.).
- Perform painting, carpentry and masonry work (e.g. use brush or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Reconfigures, installs, positions, and re-mounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.)
- Order parts and maintain required documents.
- Performs other work-related duties as assigned.
- Assist with building maintenance related queries,
- Respond to building and maintenance related calls on the agreed SLA times,
- Assist in administrative function within Facilities and Maintenance unit.

The ideal candidate will be a self-starter who is self-motivated and very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The position also requires being honest and ethical, being pleasant with others and displaying a good-natured, cooperative attitude.

#### **Please note**

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA's Human Capital Development programme, which this Internship forms part of, is focused on recruiting the following candidates in order of preference: Coloured, African & Indian.

**Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications, certified academic record and certified ID.) when applying for the position email NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org) Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.**

**Closing date for applications: 24 December 2021**

People with disabilities are encouraged to apply

Correspondence will be limited to short-listed candidates only.

By applying for this position at NMISA, the applicant understands, consents and agrees that NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history.