

VACANCY: ADMINISTRATION SUPPORT INTERN
LOCATION: GAUTENG
(FIXED-TERM CONTRACT: 24 Months)

There is an exciting internship opportunity within CHIETA. The purpose of the position is to provide administrative support to the CEO's Office and other business units within the CHIETA. Candidates who meet the below requirements of the position are invited to apply:

Monthly Stipend: R 7 000.00 (Seven Thousand Rands)

Minimum Requirements:

- National Diploma.
- Must be computer literate.
- Valid driver's license will be an added advantage.

Responsibilities:

- Perform administrative functions such as taking notes of meetings with stakeholders
- Filing, Storage of information
- Typing up of handwritten notes
- Assist the PA by following up on MANCO decisions
- Any other administration activities

To be eligible for the internship, applicants must:

- Be recently graduated with no work experience.
- Be able to plan, prioritize work, meet deadlines, and work independently.
- Be systematic and thorough in their approach to work, with excellent attention to detail.
- Strong computer and innovative skills
- Show a demonstrated ability to multi-task and ability to prioritize across multiple projects and social media platforms
- Ability to write for public consumption.
- Must be willing and able to work in teams and be a self-starter.

Skills & Behavioral competencies: Planning and Organization Skills • Communication (oral and written) • Problem-solving ability • Diversity awareness • Confidentiality, ethics, integrity, and professionalism • Detail orientated • Teamwork • Innovative skills.

Interested persons are invited to submit their CV's, academic record, certified copies of their ID, matric certificate and relevant tertiary qualifications to recruitment@chieta.org.za. Should no feedback be forthcoming by the **1st of July 2024** please accept that your application

was not successful. CHIETA reserves the right not to make an appointment. CHIETA is

CHIETA HEAD OFFICE:

Tel: 011 628 7000
72 New Road, Glen Austin AH (Grand Central),
Midrand, 1685

WESTERN CAPE

Tel: 021 551 1113/4
Unit B2, Cnr Race Course & Omuramba Roads,
Montague Gardens, 7441

KWAZULU-NATAL

Tel: 031 368 4040
1 The Boulevard, Westway Office Park, Block D,
Westville, Durban, 3630

PORT ELIZABETH

Tel: 041 509 6478
Struanway Block E, New Brighton,
Port Elizabeth, 6001

committed to the advancement of Employment Equity. Successful applicants will be subjected to background checks and to undertake required assessments. **Closing date: 14 June 2024**

Protection of Personal Information – Employment Candidates

1. *CHIETA is a responsible party in terms of the POPI Act of 2013.*
2. *CHIETA will take all prescribed and reasonable precautions to ensure that your information is safeguarded.*
3. *By submitting your Curriculum Vitae and any other relevant personal information in respect of this vacancy, you understand and agree that:*
 - a. *CHIETA needs to collect, keep, and use your personal information in order to evaluate your application for purposes of potential employment opportunities; and*
 - b. *CHIETA will only use the information to carry out the necessary recruitment related activities.*
4. *You therefore give your consent to CHIETA to process your information knowing all of the above and being aware that you can:*
 - a. *Withdraw consent at any time.*
 - b. *Have the right to request access to your data at any time, in the prescribed form.*
 - c. *Have a right to request that your data is corrected and updated, in the prescribed form; and*
 - d. *Have the right to complain to the information regulator.*

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