



Job Details

Job Title Graduate Intern

Organization Details

Department School of Education, Economic and Management Sciences, Humanities and Natural and Applied Sciences

Number of Positions 10

Duration 12 Months

Application Closing Date 9 December 2020

The aim of this Graduate Internship programme is to create an opportunity for Northern Cape Students at Sol Plaatje University who have completed their studies to familiarise themselves with the working environment and gain practical experience. This will include responsibilities as tutors, teaching and other work within the Schools and University, suitable for career development.

Minimum Qualifications

Certificate / Diploma / Degree (**The qualification need to be in relation to the CATHSSETA subsectors** i.e.):

- Higher Certificate in Heritage Studies
- Bachelor of Arts
- Bachelor of Social Sciences Honours in Heritage
- Bachelor of Social Sciences Honours in History
- Bachelor of Social Sciences Honours in Sociology
- Bachelor of Education in Languages and History
- Post Graduate Diploma in Business Management
- Diploma in Retail and Business Management
- Bachelor of Commerce Generic

Competencies

- Analytical thinking/problem solving
- Building interpersonal relationships
- Client/student service and support
- Communication - proficiency in English (Verbal and written)
- Planning and organising/work management
- Teamwork/collaboration
- Quality commitment/work standards
- University awareness
- Computer literacy in respect of office packages (Microsoft Office Suite) and Internet

How to apply: please submit the following documents:

- One-page motivational/cover letter – why you should be considered for this internship;
- Updated CV, including certified copies of your Grade 12 and Highest Relevant Degree/Diploma/ Certificate;
- Contact details of two academic referees;

Please forward the application to:

Mr Jeremy Bantam at jerimy.bantam@spu.ac.za

Enquiries should be directed to Mrs C Kruger at chane.kruger@spu.ac.za

The successful candidates will be required to sign a contract for the duration of the internship and will receive a monthly stipend. The Graduate Interns will be required to work from 08:00 to 16:30 with a 1-hour lunch break.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within three weeks after the closing date of this advertisement, please accept that your application was unsuccessful.