



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

INTERNSHIP PROGRAMME

For future leaders in Skills Development



Join a leading Skills Development organisation and play a part in steering the Skills Development agenda in South Africa and receive coaching and mentoring from leading experts in the sector. Obtain on-the-job exposure in a fast-paced, innovative environment with a high-performance culture. You will be provided with a wide range of job rotations that offer incredible variety, stretch and the opportunity to make an impact from day one.

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, **quoting clearly the Reference Number as a subject in the email, submit your application to internships@merseta.org.za**

PROGRAMME TERM

2 Years

WHO CAN APPLY

South African citizens between the age of 18 - 35 years with no work experience.

HOW TO APPLY

View all vacancies on the next pages and apply to the field of study that is relevant to your qualification. Please email the following documents to internships@merseta.org.za

- **Merseta Job Application Form** https://www.merseta.org.za/wp-content/uploads/2022/07/merSETA-Intern-Application-Form_.pdf
- **CV**
- **Copy of ID**
- **Copy of Matric Certificate or equivalent**
- **Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) / N6 qualification**

SALARY ON OFFER

N6 qualification - **R7 950.00 per month**

National Diploma (NQF level 6)/Bachelor's Degree(NQF level 7) - **R8 501,20 per month**

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful.

CLOSING DATE

20 JUNE 2024

HEAD OFFICE (PARKTOWN, JOHANNESBURG)

Unit	No. of Interns	Ref. No.	Qualifications/ Requirements
Chambers Support	2	Ref.INT24/001	N6 qualification / Bachelor's Degree in Business Administration or related qualification
Marketing and Communication	1	Ref.INT24/002	National Diploma in Graphic Design
Marketing and Communication	1	Ref.INT24/003	National Diploma in Journalism /Media Studies
Creditors	1	Ref.INT24/004	National Diploma in Finance / Accounting or related qualification
Grants and Levies	1	Ref.INT24/005	Bachelor's Degree in Finance, Accounting or related qualification
Finance	1	Ref.INT24/006	National Diploma / Bachelor's Degree in Risk Management/ Internal Audit
Management Information System	3	Ref.INT24/007	National Diploma / Bachelor's Degree in System Engineering or Computer Science
Monitoring and Evaluation	1	Ref.INT24/008	National Diploma / Bachelor's Degree in Business Administration / Operations Management / Auditing / Public Management or related qualification
Education Training and Quality Assurance (ETQA)/ Bursaries	4	Ref.INT24/009	N6 qualification / National Diploma / Bachelor's Degree in Business Administration / HRM/ HRD/ Organisational Development/ ETQA or related qualification
Research & Innovation	1	Ref.INT24/010	National Diploma /Bachelor's Degree in Social Sciences/ Economics/ Psychology/ Statistics/ Labour Research or related qualification
Supply Chain Management	2	Ref.INT24/012	National Diploma / Bachelor's Degree in Logistics / Procurement / Supply Chain Management or related qualification
Contract Management	1	Ref.INT24/013	National Diploma /Bachelor's Degree in Logistics / Procurement/ Supply Chain Management or related qualification
Office of the Company Secretary	1	Ref.INT24/014	National Diploma in Business Administration / Office Management / Public Administration / Cooperate Governance or related qualification
Legal and Compliance	1	Ref.INT24/015	Bachelor's Degree in LLB / Paralegal or any law related qualification
Grant Management (Mandatory Grants)	2	Ref.INT24/016	Bachelor's Degree in Business Management/ Commerce/ Education/Training/Project Management / Finance or related qualification
Grant Management (Non-employer)	1	Ref.INT24/017	National Diploma/ Bachelor's Degree in Business Administration / Office Administration or related qualification
Grant Management (Employer)	3	Ref.INT24/018	National Diploma/ Bachelor's Degree in Business Administration / Office Administration / Financial Management or related qualification
Health and Safety	1	Ref.INT24/019	National Diploma / Bachelor's Degree in Occupational Health and Safety or related qualification
Travel	1	Ref.INT24/020	National Diploma/Bachelor's Degree in Travel Management or related qualification
Assets Management	1	Ref.INT24/021	Bachelor's Degree in Asset Management or related qualification
Client Services	4	Ref.INT24/022	Bachelor's Degree / N6 qualification in Business Administration / Office Administration or related qualification
Human Resource	3	Ref.INT24/023	National Diploma/ Bachelor's Degree in HR/ HRD / Industrial Psychology / Labour law or related qualification
Executive Office Administration Support	5	Ref.INT24/024	National Diploma/Bachelor's Degree in Finance/Administration/Strategy/ Human Resources / Accounting or any related qualification
ICT	3	Ref.INT24/025	National Diploma in Networking / IT qualification. Certificate in N+ and A+; MS Office; Prince 2 or PMP certification
Quality Management Systems	1	Ref.INT24/026	National Diploma / Bachelor's Degree /Advance Diploma in Quality Management or related qualification

REGIONAL OFFICES

Unit	No. of Interns	Ref. No.	Qualifications/ Requirements
Free State	2	Ref.INT24/027	National Diploma in Management or related qualification
Mpumalanga & Limpopo	4	Ref.INT24/028	Bachelor's Degree / N6 qualification in Business Administration / Office Administration or related qualification
Gauteng North	5	Ref.INT24/029	National Diploma in Business Administration / Office Administration or related qualification
Western Cape	7	Ref.INT24/030	Bachelor's Degree / National Diploma / N6 qualification in Business Administration / Office Administration / Project Management or related qualification
Gauteng South	12	Ref.INT24/031	Bachelor's Degree / National Diploma/ N6 qualification in Business Administration / Office Administration / Project Management or related qualification
Eastern Cape	6	Ref.INT24/032	Bachelor's Degree /National Diploma/ N6 qualification in Business Administration / Office Administration or related qualification
KwaZulu Natal	7	Ref.INT24/033	Bachelor's Degree /National Diploma/ N6 qualification in Business Administration / Office Administration / Project Management or related qualification