

ETQA INTERNSHIP
LOCATION: GAUTENG
(FIXED TERM CONTRACT FOR 24 MONTHS)

The CHIETA ETQA Business Unit has an exciting Internship opportunity. The aim of this position is to assist the business unit with administrative tasks. Candidates living with disabilities, who meet the position's criteria are encouraged to apply.

- **Requirements:** minimum Degree in Public Administration or National Diploma in Business Management with a minimum aggregate of 65%.
- No previous internship experience.
- Computer Skills
- Ability to build relationships and collaborate within own team and across teams

Stipend: R7 000.00 (Seven Thousand Rands) per month.

Skills & Behavioural competencies: Planning and Organisation Skills • Communication (oral and written) • Problem solving ability • Diversity awareness • Confidentiality, ethics, integrity, and professionalism • Detail orientation • Teamwork • Good report writing skills • Ability to build relationships and collaborate within own team and across teams • Innovative skills

Key Performance Areas

- Assist with existing and potential projects
- Provide administrative support and coordination for related activities
- Provide general logistical and administrative support for ETQA meetings
- Manage digital files, content, and knowledge resources and implement changes to help build/improve CHIETA.
- Participate in data collection and projects
- Support data collection, verification and compilation of documents
- Provide general admin support

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

Interested people living with a disability are invited to submit their **CVs, academic transcript and qualifications** by E-mail to **recruitment@chieta.org.za** , on or before closing date: **31st January 2025**. If no feedback is provided to you by **1st February 2025**, please regard your application to be unsuccessful. CHIETA is committed to the advancement of Employment Equity. Successful applicants will be subjected to background checks and to undertake required assessments



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.

CHIETA reserves the right not to make an appointment.

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