



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA invites graduates to apply for a 12 month internship opportunity from 1 January 2021 to 31 December 2021 in the following fields:

HEAD OFFICE (Melville, Johannesburg)

UNIT	NUMBER OF INTERNS	REF. NO	QUALIFICATIONS / REQUIREMENTS
1. Monitoring and Evaluation	1	Ref: INT001	Diploma/ Degree in Business Administration (with modules on Quality Management; Operations Management or Business Statistics).
2. Chambers	1	Ref: INT003	TVET N6/ NCV Level 4 Certificate/ Diploma Business Administration; B-Tech Administration/ Social Sciences.
3. Marketing and Communications	2	Ref: INT004 Ref: INT004A	Diploma/Degree in Communication or Marketing Management/Journalism/Public Relations. Certificate/ Diploma/Degree Media Studies.
4. Call Centre	1	Ref: INT005	Certificate/ Diploma in Call Centre.
5. Quality Management Systems	1	Ref: INT006	Diploma/ Degree in Business Administration (with modules in Quality Management and Business Statistics).
6. Grants and Levy	1	Ref: INT007	BCom Accounting
7. ICT	1	Ref: INT008	Certificate in N+ and A+; MS Office; Prince 2 or PMP certification / IT qualification.
8. Company Secretary	1	Ref: INT009	Diploma/ Degree in Business Administration /Office Administration or Chartered Institute Of Secretaries is an added advantage.
9. Programme Implementation	3	Ref: INT010	Diploma/ Degree in Business Administration or Office Administration.
10. Management Information System (MIS)	2	Ref: INT011	Diploma/ Degree in Computer Science.
11. Central Admin	8	Ref: INT012	Diploma/ Degree in Business Administration or Office Administration.
12. Creditors	1	Ref: INT013	Diploma/ Degree in Accounting with exposure to using Excel & Payroll.
13. Travel	1	Ref: INT014	Diploma/ Degree: Tourism Management or Travel
14. Health and Safety	1	Ref: INT015	Diploma/Degree: Health & Safety Management.
15. Human Resources	1	Ref: INT016	Diploma/ Degree in Human Resources Management or Administration.
16. Supply Chain	1	Ref: INT018	Diploma / Degree in, Logistics, Procurement, Supply Chain Management.
17. Research	2	Ref: INT019	Diploma/ Degree in Social Sciences, (with modules on Research; Project Management; Basic Statistics).
18. Knowledge Management	1	Ref: INT020	Diploma/ Degree in Information Science/ Information Management.

REGIONAL & SATELLITE BRANCHES

22. Gauteng South (Melville)	3	Ref: INT022	N6 TVET Student; National Diploma: Management Assistant.
23. Gauteng North (Rosslyn, Pretoria)	1	Ref: INT023	N6 TVET Student; National Diploma: Management Assistant.
24. Kimberly	1	Ref: INT024	N6 TVET Student; National Diploma: Management Assistant.
25. Bloemfontein	1	Ref: INT025	N6 TVET Student; National Diploma: Management Assistant.
26. Cape Town	2	Ref: INT026	N6 TVET Student; National Diploma: Management Assistant.
27. Witbank	1	Ref: INT027	N6 TVET Student; National Diploma: Management Assistant.
28. Polokwane	1	Ref: INT028	N6 TVET Student; National Diploma: Management Assistant.
29. Durban	3	Ref: INT029	N6 TVET Student; National Diploma: Management Assistant.
30. Port Elizabeth	1	Ref: INT030	N6 TVET Student; National Diploma: Management Assistant.
31. King Williams Town	1	Ref: INT031	N6 TVET Student; National Diploma: Management Assistant.

Requirements: Applications are invited from unemployed South African Citizens aged between 18 and 35 years who have completed a minimum of any of the following: NCV Level 4/N6/National Diploma or B degree in the relevant fields as indicated above.

To apply, submit the Internship Programme Application Form and certified copies of qualifications (including Matric certificate), academic records and Identity Document to: recruitment@merseta.org.za

Compulsory: All applicants are requested to indicate the Ref: Number provided on the subject line of the e-mail.

Applications sent without all the required documentation and the reference number will be disqualified. Only shortlisted candidates will be contacted.

**Closing date:
01 October 2020**



The merSETA welcomes persons with disabilities to apply for these posts.

LEADERS IN CLOSING THE SKILLS GAP

merSETA reserves the right to not make an appointment