



DATA MANAGEMENT INTERNSHIP PROGRAMME 2022/2024

The merSETA invites graduates to apply for a 24 months internship opportunity
From 1st February 2022 to 31st January 2024 in the following fields:

REGIONAL & SATELLITE BRANCHES

UNIT	NUMBER OF INTERNS	REF. NO	QUALIFICATIONS / REQUIREMENTS
1.1 Gauteng South (Melville)	9	Ref: INT001	Diploma/ Degree in Business Management, Administration, Social Sciences, Statistics, Economics, Operation Research, informatics, or relevant qualification
1.2 Gauteng North (Rossllyn, Pretoria)	2	Ref: INT002	Diploma/ Degree in Business Management, Administration, Social Sciences, Statistics, Economics, Operation Research, informatics, or relevant qualification
1.3 Cape Town	5	Ref: INT003	Diploma/ Degree in Business Management, Administration, Social Sciences, Statistics, Economics, Operation Research, informatics, or relevant qualification
1.4 Durban	7	Ref: INT004	Diploma/ Degree in Business Management, Administration, Social Sciences, Statistics, Economics, Operation Research, informatics, or relevant qualification
1.5 Eastern Cape	4	Ref: INT005	Diploma/ Degree in Business Management, Administration, Social Sciences, Statistics, Economics, Operation Research, informatics, or relevant qualification
1.6 Witbank	2	Ref: INT006	Diploma/ Degree in Business Management, Administration, Social Sciences, Statistics, Economics, Operation Research, informatics, or relevant qualification
1.7 Free State	1	Ref: INT007	Diploma/ Degree in Business Management, Administration, Social Sciences, Statistics, Economics, Operation Research, informatics, or relevant qualification

Qualifications: NCV Level 4/N6/National diploma or B degree in the relevant fields as indicated in the table above.

Interns will be required to perform the following modules:

- Business process: Understanding of the business rules, data and various tools.
- Data Capturing and Analysis: Understanding of data attributes, standards, data interpretation and reporting.
- Data maintenance and continuous improvement: maintaining databases, data clean-up etc.

Additional competencies required include:

- Computer literacy and familiarity with MS Office word processors, spreadsheets and databases.
- Accuracy and speed when typing or capturing data and information is key.
- Keen attention to detail and ability to follow instructions.

Experience in a data capturing/data management environment would be an advantage.

Stipend: A stipend of R5500.00 per month is applicable.

Application process: Applications must be accompanied by a comprehensive CV and certified copies of qualifications (including Matric certificate/equivalent), academic records and Identity Document sent to: datainterns@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.

CLOSING DATE: 12 JANUARY 2022

LEADERS IN CLOSING THE SKILLS GAP