



INTERNSHIP PROGRAMME 2022/2024

The merSETA invites graduates to apply for a 24 months internship opportunity
From 1st April 2022 to 31st March 2024 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. Education Training and Quality Assurance (ETQA)/ Bursaries	1	Ref: INT002	Administration Qualification from TVET College N6.
3. Chambers	1	Ref: INT003	Degree in Public Development Management/ Public Administration/ Social Science/ Company Secretary.
4. Marketing and Communications	2	Ref: INT004 Ref: INT004A	Diploma/Degree in Communication or Marketing Management/Journalism/Public Relations. Certificate/ Diploma/Degree Media Studies.
5. Call Centre	1	Ref: INT005	Certificate/ Diploma in Call Centre.
6. Quality Management Systems	1	Ref: INT006	Advanced Diploma in Quality/ Postgraduate Diploma in Quality/ Bachelor of Technology in Quality.
7. Grants and Levy	1	Ref: INT007	BCom Accounting.
8. ICT	1	Ref: INT008	Certificate in N+ and A+; MS Office; Prince 2 or PMP certification / IT qualification.
9. Company Secretary	1	Ref: INT009	Diploma/ Degree in Business Administration /Office Administration/ Governance Chartered Institution Of Secretaries its added advantage.
10. Programme Implementation	4	Ref: INT010	Diploma/ Degree in Business Administration or Office Administration.
11. Management Information System (MIS)	2	Ref: INT011	Diploma/ Degree in Computer Science.
12. Central Admin	8	Ref: INT012	Diploma/ Degree in Business Administration or Office Administration.
13. Creditors	1	Ref: INT013	Diploma/ Degree in Accounting with exposure to using Excel & Payroll.
14. Travel	1	Ref: INT014	Diploma/ Degree: Tourism Management or Travel
15. Health and Safety	1	Ref: INT015	Diploma/Degree: Health & Safety Management.
16. Human Resources	1	Ref: INT016	Diploma/ Degree in Human Resources Management or Administration.
17. Supply Chain	1	Ref: INT017	Certificate / Diploma / Degree in, Logistics, Procurement, Supply Chain Management.
18. Research	1	Ref: INT018	Diploma/ Degree in Social Sciences, (with modules on Research; Project Management; Basic Statistics).
19. Knowledge Management	1	Ref: INT019	Diploma/ Degree in Information Science/ Information Management.

CLOSING DATE: 12 JANUARY 2022

LEADERS IN CLOSING THE SKILLS GAP



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From 1st April 2022 to 31st March 2024 in the following fields:

REGIONAL & SATELLITE BRANCHES

20. Gauteng South (Melville)	3	Ref: INT020	N6 TVET Student; National Diploma: Management Assistant.
21. Gauteng North (Rosslyn, Pretoria)	1	Ref: INT021	N6 TVET Student; National Diploma: Management Assistant.
22. Kimberly	1	Ref: INT022	N6 TVET Student; National Diploma: Management Assistant.
23. Bloemfontein	1	Ref: INT023	N6 TVET Student; National Diploma: Management Assistant.
24. Cape Town	2	Ref: INT024	N6 TVET Student; National Diploma: Management Assistant.
25. Witbank	1	Ref: INT025	N6 TVET Student; National Diploma: Management Assistant.
26. Polokwane	1	Ref: INT026	N6 TVET Student; National Diploma: Management Assistant.
27 Durban	1	Ref: INT027	N6 TVET Student; National Diploma: Management Assistant.
28. Port Elizabeth	1	Ref: INT028	N6 TVET Student; National Diploma: Management Assistant.
29. King Williams Town	1	Ref: INT029	N6 TVET Student; National Diploma: Management Assistant.

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

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.

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

Application process: Applications must be accompanied by a comprehensive CV, application form and certified copies of qualifications (including Matric certificate), academic records and Identity Document sent to: internships@merseta.org.za

NB: 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