

## **VACANCY: ADMINISTRATION INTERN**

### **LOCATION: GAUTENG**

#### **(FIXED-TERM CONTRACT: 24 Months)**

There is an exciting internship opportunity within CHIETA. The purpose of the position is to provide administrative support to the ETQA Business Unit and other business units within the CHIETA. Applicants who meet the requirements below for the position are invited to apply:

#### **Monthly Stipend: R 7,000.00 (Seven Thousand Rands Only)**

#### **REQUIREMENTS:**

- Diploma (NQF 6 equivalent) in Business Administration or a similar field with a minimum aggregate of 65%.
- No work experience.
- A valid driver's license would be advantageous
- Good written and verbal communication and interpersonal abilities.
- Good report-writing skills
- Ability to build relationships and collaborate within own team and across teams

#### **RESPONSIBILITIES:**

- Capture accredited SDP/AC and ARPL data accurately.
- Document Control.
- Manage filing, record-keeping, and document tracking.
- Administrative support and provide assistance to specialists and or practitioners with administrative tasks.
- Support monitoring Accreditation and RPL processes, and prepare reports.
- Stakeholder Liaison Communicates with internal and external stakeholders as required.
- General Administrative support.
- Provide any additional support to the Accreditation Sub-Unit as requested.
- Manages skills development activities within assigned organizations.

#### **CHIETA HEAD OFFICE:**

Tel: 011 628 7080  
Allandale Building, 3rd Floor, Office B  
23 Magwe Crescent, Waterfall City, 2090

#### **WESTERN CAPE**

Tel: 021 551 1113/4  
Unit: B2, Cor Race Course & Omurembe  
Roads, Montague Gardens, 7441

#### **KWAZULU-NATAL**

Tel: 031 368 4040  
Westway office park, 21 the  
boulevard (1st floor) Westville, 3630

#### **PORT ELIZABETH**

Tel: 041 509 6478  
Struwerway Block E, New Brighton,  
Port Elizabeth, 6001

## TO BE ELIGIBLE FOR THE INTERNSHIP, APPLICANTS MUST:

- Be recently graduated with no work experience.
- Must reside in Gauteng Province.
- Be able to plan, prioritize work, meet deadlines, and work independently.
- Be systematic and thorough in their approach to work, with excellent attention to detail.
- Strong computer and innovative skills
- Show a demonstrated ability to multitask and ability to prioritize across multiple projects and social media platforms.
- Ability to write for public consumption.
- Must be willing and able to work in teams and be a self-starter.

Skills & Behavioral competencies: Planning and Organization Skills • Communication (oral and written) • Problem-solving ability • Diversity awareness • Confidentiality, ethics, integrity, and professionalism • Detail-oriented • Teamwork • Innovative skills.

Interested persons are invited to submit their CV's, academic record, certified copies of their ID, matric certificate, and relevant tertiary qualifications to [recruitment@chieta.org.za](mailto:recruitment@chieta.org.za). **Should no feedback be forthcoming by the 1st of October 2025**, please accept that your application was not successful. CHIETA reserves the right not to make an appointment. CHIETA is committed to the advancement of Employment Equity. Successful applicants will be subjected to background checks and will be required to undertake the required assessments. **Closing date: 26 September 2025**

### *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*

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- 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.*

Signed by: YERSHEN PILLAY  
Signed at: 2025-09-12 11:42:37 +02:00  
Reason: I approve this document



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