

INTERNAL/EXTERNAL INTERNSHIP ADVERTISEMENT

Trade & Investment KwaZulu-Natal (TIKZN) is a South African trade and investment promotion provincial public entity established in terms of the KwaZulu-Natal Trade and Investment Agency Act, No. 05 of 2010.

The following internship positions are based at the **Gauteng Office, Pretoria**.

Internship – Gauteng/Pretoria: Gauteng Office

Ref:TIKZN/GP/2025

Brief Outline of Duties:

- Lead generation for private sector development, investment, technology and innovation development in KwaZulu-Natal through focused business development events;
- Develop linkages with private, public and international institutions that promote private sector development and responsible investment in KwaZulu-Natal, and establish mechanisms for the promotion of sustainable business alliances;
- Develop linkages among enterprises and between enterprises and institutions, including linkages between large corporations and SMEs in KwaZulu-Natal towards their sustainable integration into national and global value chains identified and developed in Gauteng;
- Analyze the capacities of developing countries and the ways to upgrade, develop enterprises and support institutions and improve competitiveness of industries in KwaZulu-Natal;
- Assist in the coordination of the business development-, lead generation-, destination marketing activities of the TIKZN Gauteng office, projects and field operations to facilitate responsible business partnerships and scale up development impact in KwaZulu-Natal.
- Perform other tasks as assigned by the supervisor.

KEY PERFORMANCE AREAS (Among others)

- Lead generation
- Event management
- Business development
- Project management

KwaZulu-Natal Office

- 📍 Trade & Investment House, 1 Arundel Close
Kingsmead Office Park, Durban 4001
South Africa
- ✉️ PO Box 4245, Durban 4000, South Africa
- ☎️ + 27 (0) 31 368 9600

Gauteng Office

- 📍 Financial Place, 99 George Storrar Avenue
Groenkloof, Pretoria 0181
- ☎️ +27 (0) 12 346 4386/6763
- ☎️ +27 (0) 12 346 4774
- ✉️ info@tikzn.co.za
- 🌐 www.tikzn.co.za / www.exportkzn.co.za



DIRECTORS: R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)

- Research
- Marketing

JOB SPECIFICATION

Educational and / or Technical Competencies:

- Academic background: Business Administration, Development Economics, Marketing, Economics, Urban and Regional Planning, technology or a related field at undergraduate level. Postgraduate is an added advantage.
- Computer literacy: Microsoft Windows, proficient use of processing tools such as Microsoft Office package (Word, Excel and PowerPoint) is required.

PROFESSIONAL COMPETENCIES

- International relations
- Business development
- Marketing skills
- Presentation skills
- Research skills
- Knowledge of development economics, economic development, international relations and destination marketing
- We focus on Results and Responsibilities; We focus on People; We Communicate and earn Trust; We think outside the box and Innovate.

PERSONAL ATTRIBUTES

- Good interpersonal and communication skills.
- Computer literacy at an intermediate level.
- Results-oriented
- Business development skills
- Pro-active
- Proficiency with the Microsoft Office suite, specifically Excel.
- Ability to aspire to a culture of service excellence.

- Core values of Integrity and Professionalism.

Equity Statement

We are committed to Employment Equity when recruiting internally and externally and will ensure our recruitment process is in line with achieving our Employment Equity goals.

Closing date: 21 February 2025 @ 23h59.

Applications can be submitted to vacancies@tikzn.co.za.

TIKZN subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to competency assessments and security vetting as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.