

**ADVERTISEMENT: EXTERNAL VACANCY**

<b>Business Unit:</b> Strategy and Operations		<b>Date:</b> 05 November 2024
<b>Job Title:</b>	Internship – Strategy and Operations	
<b>Reporting to:</b>	Executive Manager: Strategy and Operations	
<b>Reference No.</b>	INT/03/2024	
<b>Duration:</b>	24 months	

**Brief Outline of Duties:**

To provide overall administrative support assistance in implementing and maintaining the performance activities for the organisation, assisting the Strategy and Operations Executive and Specialist in preparing annual and quarterly reports on the organisation’s performance progress.

**KEY PERFORMANCE AREAS**

1. Render administrative functions for the Strategy and Operations unit
2. Minute taking for strategic meetings
3. Administrative liaison between the unit and internal as well as external auditors ensuring all required documentation is delivered timeously.
4. Ensure portfolio of evidence (POE) for the unit’s APP is collected on time, ready for the verification process.
5. Work with the Performance and Monitoring Officer on the verification of the POE.

**JOB SPECIFICATION**

**Educational and /or Technical Competencies:**

- A National Diploma or Bachelor’s Degree in Business Management/Business Administration/Economics/Public Management or a related field is essential.
- Proficiency in verbal and written communication skills.
- Strong computer literacy

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**DIRECTORS:** K S Shandu (Interim Chairperson) U Maharaj, D Naidoo, E M Nkosi, E B Mkhize, S K Mpungose, R N Ngcamu (CEO), X Cele (Acting CFO)



## **PROFESSIONAL COMPETENCIES**

- **Data Analytics:** Ability to analyze data sets and draw insights to support decision making
- **Problem-Solving:** Capacity to identify issues, develop solutions, and implement changes effectively.
- **Strategic Planning:** Understanding how to contribute to strategic planning processes and framework development
- **Organizational Skills:** Ability to organize tasks, manage time effectively, and prioritize responsibilities.
- **Interpersonal skills:** Ability to work well with others in a team-oriented environment.
- **Communication skill (verbal and written):** Competence in creating reports, summaries, and presentations that communicate complex information effectively.

**Closing date: 15 November 2024 @ 23h59.**

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to [Vacancies@tikzn.co.za](mailto:Vacancies@tikzn.co.za) .

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for this position. Prospective employees will be subjected to competency assessments and background checks 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.

**(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)**