

WE ARE HIRING!



INTERNSHIP OPPORTUNITY

DST/NRF Trilateral Chair in Transformative Innovation, 4IR and Sustainability
University of Johannesburg

Position: Admin Intern

Type: Temporary, full-time, in-office

Location: JBS Park Campus

Remuneration: TBD, based on experience

Work Scope:

- Typing letters and memos.
- Completing forms and documents.
- Coordinating and supporting event logistics.
- Printing and delivering documents.
- Filing and scanning (electronic and physical).
- Other tasks as delegated by the line manager.

Core Competencies:

The ideal candidate will have:

- Attention to detail, computer literacy, and analytical thinking.
- Strong interpersonal, planning, and organizational skills.
- Teamwork and time management abilities.
- Excellent communication, problem-solving, and customer service skills.
- Ability to meet deadlines and be punctual.

Requirements:

- Relevant Diploma (NQF6).
- 1 year of job-related experience.
- Proficiency in Windows and MS Office.
- Knowledge of administrative and academic processes.

Preferred:

- 3 years of job-related experience.
- Knowledge of UJ policies and procedures.

To apply, [click here](#), attaching

- Certified copy of ID (stamped, not older than 3 months).
- Certified copy of your highest qualification.
- A concise two-page CV with 3 contactable references.

**Closing Date: 20 February
2025, 12h00**
Start Date: 03 March 2025