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## CHIETA: Stakeholder Support and Administration Internships 2023 / 2024 Latest Opportunities

### Description

We are seeking a highly motivated Stakeholder Support and Administration Intern to join our team. This internship opportunity offers a chance to gain valuable experience in supporting and coordinating various stakeholders' needs while assisting in administrative tasks within our organization. The successful candidate will have the chance to learn from industry professionals, contribute to meaningful projects, and develop essential skills in stakeholder engagement and administrative processes.

### Responsibilities

- Assist in providing support to stakeholders, including industry partners, training providers, and CHIETA members.
- Aid in coordinating meetings, workshops, and events involving stakeholders, ensuring smooth logistics and communication.
- Handle administrative tasks such as data entry, filing, document preparation, and maintaining records related to stakeholder interactions.
- Contribute to the development of reports, presentations, and other materials for stakeholder engagement purposes.
- Collaborate with team members to ensure effective communication and support for stakeholders' inquiries or concerns.
- Participate in departmental initiatives, contributing innovative ideas and solutions to improve stakeholder engagement strategies.

### Qualifications

- Currently pursuing or recently completed a degree/diploma in Business Administration, Public Relations, Communications, or a related field.
- Strong organizational and multitasking abilities, with excellent attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfortable learning new software tools.
- Excellent verbal and written communication skills, capable of interacting professionally with diverse stakeholders.
- A proactive attitude with a willingness to learn and contribute to team projects.
- Ability to work independently and collaboratively in a fast-paced environment.

### Job Benefits

- **Hands-On Learning Experience:** Gain practical experience in stakeholder engagement, administrative processes, and industry-specific operations within the chemical sector.
- **Professional Development:** Access to mentorship and guidance from experienced professionals, fostering skill development and career growth opportunities.

### Hiring organization

CHIETA

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Education Administration Programs

### Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

### Working Hours

09

### Date posted

April 27, 2024

### Valid through

04.12.2024

- **Networking Opportunities:** Interact and network with industry leaders, stakeholders, and professionals, establishing valuable connections for future career prospects.
- **Exposure to Industry Practices:** Acquire insight into industry standards, practices, and regulations within the chemical industries through direct involvement and exposure.
- **Training and Workshops:** Participate in training sessions, workshops, and seminars designed to enhance skills, knowledge, and personal development.
- **Supportive Environment:** Work within a supportive team atmosphere that encourages collaboration, innovation, and the sharing of ideas.
- **Feedback and Evaluation:** Receive constructive feedback and evaluations to aid in personal and professional growth, understanding strengths and areas for improvement.
- **Flexible Work Environment:** Depending on the nature of the internship, potential opportunities for remote work or flexible scheduling may be available.
- **Potential Career Advancement:** Depending on performance and available opportunities, successful interns may be considered for future full-time positions or extended roles within CHIETA or associated partner organizations.
- **Certificate of Internship Completion:** Upon successful completion of the internship, receive a certificate acknowledging the valuable contributions and skills acquired during the internship period.

## Contacts

To apply for the Stakeholder Support and Administration Internship at CHIETA, follow these steps:

- **Review Job Requirements:** Carefully read the job description and ensure that you meet the qualifications and requirements outlined for the internship position.
- **Prepare Application Materials:** Update your resume/CV, ensuring it highlights relevant skills, educational background, and any previous experiences that align with the internship role. Craft a compelling cover letter expressing your interest in the position and how your skills match the job requirements.
- **Visit the CHIETA Website:** Navigate to CHIETA's official website or career portal to search for available internships or job openings.
- **Find the Internship Listing:** Locate the specific internship posting for Stakeholder Support and Administration. Read through the details provided and note any specific instructions regarding the application process.
- **Submit Application:** Follow the application instructions provided in the internship listing. This typically involves filling out an online application form and uploading your resume/CV and cover letter.
- **Customize Your Application:** Tailor your application materials to highlight how your skills, experiences, and interests align with the role and demonstrate your enthusiasm for joining CHIETA.
- **Double-Check Application:** Before submitting, review your application materials to ensure they are free from errors and accurately represent your qualifications and motivations for the internship.
- **Follow-Up:** After submitting your application, consider sending a follow-up email within a reasonable timeframe to express your interest in the position and inquire about the status of your application.
- **Interview Preparation:** If selected for an interview, prepare by researching CHIETA, understanding its mission and values, and practicing common interview questions. Be ready to discuss your skills and experiences in more

detail.

- **Attend Interviews:** Attend interviews promptly and professionally, showcasing your enthusiasm, relevant skills, and willingness to learn and contribute to CHIETA's goals.