



<https://www.internswired.online/job/csir-internship/>

## CSIR Internships Latest Opportunities 2024 / 2025 New Jobs Hiring

### Description

CSIR (Council for Scientific and Industrial Research) is South Africa's leading scientific and technology research organization dedicated to advancing science, engineering, and technology for sustainable development. We offer a diverse range of internship opportunities aimed at nurturing young talents in various fields.

CSIR is seeking a dynamic and organized Internship Program Coordinator to oversee our comprehensive internship program. The ideal candidate will be passionate about fostering the next generation of scientists, engineers, and researchers through hands-on learning experiences. This role involves coordinating all aspects of the internship program, including recruitment, onboarding, training, and ongoing support for interns.

### Responsibilities

- Develop and implement strategies for recruiting top-tier candidates for CSIR internships across science, engineering, technology, and research disciplines.
- Coordinate the selection process, including reviewing applications, conducting interviews, and liaising with hiring managers to match interns with suitable projects.
- Facilitate the onboarding process for new interns, including orientation sessions, providing necessary paperwork, and introducing interns to their mentors and supervisors.
- Collaborate with department heads and project leaders to design meaningful internship experiences that align with CSIR's research and development goals.
- Monitor interns' progress and performance, providing regular feedback and support to ensure a valuable learning experience.
- Organize training sessions, workshops, and networking events to enhance interns' skills and foster a sense of community within the program.
- Serve as the primary point of contact for interns, addressing any concerns or issues that may arise during their internship tenure.
- Maintain accurate records of internship activities, including attendance, evaluations, and project outcomes.
- Assist in coordinating events and initiatives to promote CSIR's internship program and attract prospective candidates.

### Qualifications

- Bachelor's degree in human resources, business administration, education, or a related field.
- Previous experience in coordinating internship programs or similar educational initiatives is preferred.
- Knowledge of South African labor laws and regulations pertaining to internships and employment.
- Excellent communication and interpersonal skills, with the ability to interact

**Hiring organization**  
CSIR

**Employment Type**  
Intern

**Duration of employment**  
3 Months

**Industry**  
Research

**Job Location**  
Pretoria, Gauteng, South Africa,  
0002, Pretoria, Gauteng, South  
Africa

**Working Hours**  
09

**Date posted**  
April 16, 2024

**Valid through**  
03.01.2025

effectively with interns, staff, and external stakeholders.

- Strong organizational and time management skills, with the ability to multitask and prioritize competing demands.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- A passion for youth development and a commitment to fostering diversity and inclusion within the workplace.
- Flexibility to adapt to changing priorities and willingness to work occasional evenings or weekends as needed.

## Job Benefits

- Competitive salary package.
- Opportunities for professional development and networking.
- Access to cutting-edge research facilities and resources.
- Paid internship opportunities with potential for future employment within CSIR.

## Contacts

1. **Prepare Your Application Materials:** Update your resume/CV and gather any other relevant documents, such as a cover letter and academic transcripts.
2. **Review the Job Description:** Familiarize yourself with the responsibilities and qualifications outlined in the job description to ensure your skills and experience align with the position requirements.
3. **Visit the CSIR Careers Website:** Navigate to the careers section of the CSIR website or any other designated platform where job postings are listed.
4. **Search for the Position:** Use the search function or browse through the available job listings to find the Internship Program Coordinator position.
5. **Submit Your Application:** Follow the instructions provided on the job posting to submit your application. This may involve creating an account on the CSIR careers portal, uploading your application materials, and completing any required forms.
6. **Complete the Application Form:** Fill out any application forms or questionnaires thoroughly, providing accurate and up-to-date information about your education, work experience, and skills.
7. **Double-Check Your Application:** Review your application materials carefully to ensure they are free of errors and accurately represent your qualifications and achievements.
8. **Submit Your Application:** Once you are satisfied with your application, submit it through the designated platform or email address specified in the job posting.
9. **Follow Up:** After submitting your application, keep an eye on your email for any updates or correspondence from CSIR regarding the status of your application. If you haven't heard back within a reasonable timeframe, consider following up with the hiring team to express your continued interest in the position.
10. **Prepare for Interviews:** If selected for an interview, prepare thoroughly by researching CSIR, reviewing common interview questions, and practicing your responses. Be ready to discuss your relevant experience, skills, and why you are passionate about coordinating internship programs.