

ADMINISTRATIVE INTERNSHIP PROGRAMME FUNDED BY ETDP-SETA	
PURPOSE OF THE INTERNSHIP PROGRAMME	To provide suitably qualified graduates with meaningful workplace experience within the National Office in Gauteng or Provincial Offices in the Free State, Western Cape and Northern Cape province. The programme aims to provide exposure to the day-to-day operations of SAOU while enhancing the candidates' practical knowledge and workplace competencies.
REPORTING LINES	Report to the relevant Provincial Secretary or Section Head
ACADEMIC QUALIFICATION	Be in possession of a recognised Diploma in one of the following fields: • Administration • Finance • Marketing • Law
COMPUTER AND TECHNOLOGICAL SKILLS	• Proven experience in the use of the Microsoft Office package: Word, PowerPoint, Excel, SharePoint and Canva. • Ability to communicate electronically and maintain accurate records. • Ability to work with virtual meeting platforms such as Microsoft Teams and Zoom will be advantageous.
LANGUAGE SKILLS	Above average speaking, reading and writing skills in English and Afrikaans is essential
PERSONALITY ATTRIBUTES	• Good verbal and written communication skills. • Excellent interpersonal skills. • Professional conduct and integrity. • Reliability and accountability. • Attention to detail. • Ability to work independently as well as within a team. • Willingness to learn and develop professionally. • Ability to work under pressure and follow instructions accurately. • Ability to handle confidential information responsibly. • Good organisational and planning skills.
TERMS AND CONDITIONS OF THE INTERNSHIP PROGRAMME	• A structured 24-month ETDP-SETA internship programme. • Gain practical work experience in a professional office environment • Will receive mentorship and skills development. • Gain exposure to administrative functions within a national organisation • Needs to be unemployed at the commencement of the internship. • Must not have previously participated in an ETDP-SETA internship programme. • Compensation in the form of a monthly stipend of R6 000. • The internship commences at 1 September 2026.

APPLICATIONS	• Prospective candidates must submit the following: ➤ A comprehensive curriculum vitae (CV). ➤ Certified copies of qualifications ➤ A certified copy of their identity document • Applicants must be prepared to report to the National Office or relevant Provincial office for an interview, at their own cost. • Applications marked “Administrative Internship” must be emailed to Mr H Steenkamp at hr@saou.co.za no later than 12:00 on Tuesday, 18 August 2026. • You may consider the application unsuccessful if you are not contacted within two weeks of the advertising deadline. • Enquiries: Mnr H Steenkamp: Tel. 012 436 0900
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KEY PERFORMANCE AREAS (Subjected to the province or division requirements where the candidates are placed)	
ADMINISTRATIVE FUNCTIONS	• General office administration. • Filing and records management. • Reception and telephone duties where applicable. • Assistance with reports and general administrative support.
LOGISTICAL SUPPORT	• Administration of travel and accommodation arrangements where necessary. • Coordination of meetings and venue arrangements. • General logistical support to the office
TRADE UNION ADMINISTRATION	• Administrative support to the relevant Provincial Office or National Division. • Handling, referral, and follow-up of member enquiries.