

## **JOB SPEC: INTERNSHIP PROGRAMME**

### **A: JOB INFORMATION SUMMARY**

Job title	:	(Marketing) Graduate/Intern
Job Category	:	Internship programme
Industry	:	Professional Body, Education, Training & Development
Stipend	:	R6000 per month
Position Type	:	12 months internship contract
Location	:	Centurion, Pretoria
Post reports to	:	Marketing, Branding & Communication Specialist

### **B: FIELD OF STUDY:**

This exciting opportunity to join the Southern African Institute of Government Auditors (SAIGA) as a graduate intern will be in the field of Marketing, Branding and Communication. The Marketing, Branding & Communication intern will report to the Marketing, Branding & Communication Specialist.

### **C: KEY PERFORMANCE AREAS:**

- Administration and coordination of the Marketing, Branding & Communication function.
- Assist in the secretariat support to the Marketing, Branding & Communication Committee.
- Perform ad hoc tasks related to Marketing, Branding & Communication.

### **D: APPOINTMENT REQUIREMENTS**

#### **The following requirements are applicable**

- Matric/ grade 12 or equivalent.
- Diploma, degree or equivalent Marketing, Branding or Communication related qualification.
- Knowledge of MS Office package.
- Knowledge of Adobe All Apps is an advantage.

### **E: SPECIFIC SKILLS & PERSONAL ATTRIBUTES**

- Communication skills (verbal and written)
- Ability to work under pressure and adhere to deadlines
- Ability to use technology effectively
- Good problem solving and analytical competencies
- Result driven
- Must be creative

**Applications must be e-mailed by 19 March 2021 to [admin@saiga.co.za](mailto:admin@saiga.co.za)**

*SAIGA is an equal opportunity employer and therefore preference will be given to candidates who will add value to the diversity of SAIGA. Correspondence will be limited to shortlisted candidates only. Only candidate who meet the requirements should apply. SAIGA reserves the right not to make an appointment. By applying, the applicant gives SAIGA permission to perform background, security, and employment reference checks and to verify documents and qualifications.*