

**Office of the Chief Executive Officer (CEO) Internship (1 post) Ref: 06/2025**

**12 Months contract**

**Monthly Stipend R7 450.62**

**Key Purpose**

To be part of the CEO's Office dynamic team to provide administrative and coordination support to the CEO, facilitate effective communication with key stakeholders and supporting the delivery of key Organisational strategic and operational deliverables.

**Requirements:**

**Qualifications**

- Matric
- Higher Certificate/ Diploma in Business Management, Business Administration, Office Management and Degree will be an added advantage
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) will be an added advantage
- Eager to learn, manage databases, maintain records, and ensure accurate data entry
- Knowledge of virtual meeting platforms (e.g. Microsoft Teams, Zoom) and other communication tools
- Eagerness/Keen to multitask, attention to detail, result driven and solution orientated

**Closing date: 06 June 2025**

CV's to be send to [recruitment@usaasa.org.za](mailto:recruitment@usaasa.org.za)

For enquiries, please contact Ms Thilly Maluleka on 011 564 1600