

Operations Internship (2 posts) Ref: 05/2025

12 Months contract

Monthly Stipend R7 450.62

Key Purpose

To assist the Operations unit with the implementation of the projects namely: Broadcasting Digital Migration (BDM) and assist with the monitoring and evaluation of these projects.

Requirements:

Qualifications

- Matric
- Diploma in business admin/ diploma in business management/ or diploma in project management
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) is essential
- Ability to manage databases, maintain records, and ensure accurate data entry
- Familiarity with virtual meeting platforms (e.g. Microsoft Teams) and other communication tools
- Ability to juggle several tasks at once without losing attention to detail
- Attention to detail, by ensuring that all tasks are completed accurately
- Computer literacy in software programmes - Compulsory

Closing date: 06 June 2025

CV's to be send to recruitment@usaasa.org.za

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