

Masifundise Operations Internships

Masifundise Operations Internships 2024 / 2025

Deadline: 29 November 2024

Location: Cape Town, South Africa

Masifundise Operations Internships

Masifundise is looking for an Operations Intern who will work closely with the Operations Manager (OM). Masifundise Development Trust is looking for a recent graduate in Business Management, Administration, Office Administration, or related fields.

The ideal candidate should be detail-oriented, proficient in Microsoft Office (Word, Excel, PowerPoint) and other task management tools, and eager to learn in a professional environment.

Responsibilities

- Ensure the smooth running of the office
- Support the management of procurement and general office supplies.
- Provide general communication and support to staff.
- Provide logistical support to field staff.
- Organize administrative processes, including tracking vehicle security and licensing,
- Support the OM in finalising the minutes of operational and governance meetings
- Support the OM in her functions.

Requirements

- Graduate in Business Management, Administration, Office Administration, or related fields.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and other task management tools (Asana or similar).
- Highly organized, detail-oriented, and able to manage multiple tasks and deadlines effectively, while working both independently and as part of a team.
- Self-motivated with ability to work independently and exercise good judgment
- Excellent written and verbal communication skills
- Proficient in English. Knowledge of Afrikaans, Xhosa and/or Zulu will be an advantage.
- A commitment to Masifundise's mission

A stipend will be provided.

How to apply

The internship will be located in Cape Town, South Africa, and South African labour laws will apply. To apply, please submit a cover letter of motivation and your CV with at least 2 contactable references, to **vacancies@masifundise.org.za** using the internship you applying for as the subject line.

Only shortlisted candidates will be contacted.

- Closing date: 5pm on 29 November 2024
- Interviews will take place: By the 09 December 2024.
- Date of Commencement: 03 January 2025