



an agency of the
Department of Arts and Culture

SOUTH AFRICAN HERITAGE RESOURCES AGENCY

INTERNSHIP OPPORTUNITIES FOR 2018

South Africa produces more qualified graduates than there are available opportunities in the labour market. Therefore, it is imperative that the South Africa Heritage Resources Agency (SAHRA) opens up opportunities for young people to gain work experience within the Heritage Resources Sector.

Unit	Number of interns	Qualifications
National Inventory Unit	*2	3 Year Degree/National Diploma

Stipend: R 5000

Duration: 12 months

REQUIREMENTS

PRIMARY PURPOSE OF THE JOB

To enhance learning by providing assistance and support to the National Inventory Unit through digitization of historical records and impact assessments to improve upon the information held within the Inventory of the National Estate.

KEY PERFORMANCE AREAS

- Administration Support
- Monitoring of learning progress
- Digitization of historical records
- Extraction of historical records onto SAHRIS

QUALIFICATIONS

3 Year National Diploma/Degree or equivalent in a Heritage related field.

EXPERIENCE

Work experience (at least more than 1 year) in current field would be advantageous, but not essential. Familiarity with heritage resources and management would be an advantage. Computer literacy. Out-of-the-box thinker.

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write business correspondence. Ability to effectively present information in one-on-one and small group situations to employees and stakeholders of the organisation. Fluency in English and Afrikaans.

NUMERICAL SKILLS

Ability to calculate figures and amounts such as percentages and ratios, as well as the ability to draw and interpret bar graphs.

BEHAVIOURAL COMPETENCIES

Honesty, Integrity, Professionalism, Consistent

REASONING ABILITY

Ability to solve problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

LICENSES

A valid code EB (08) driver's licence and added advantage

COMPUTER SKILLS

Efficient in the use of Excel, Word and Power Point.

This position is based at SAHRA Head Office in Cape Town

Closing Date: 12 January 2018

Applications to be submitted to: hr@sahra.org.za. Please quote NIU004 as reference number in the subject heading of your email: Without this reference number, your application will not be considered.

Applications must be accompanied by a covering letter, application form, detailed CV, copies of qualifications, ID Copy, Drivers License and details of three traceable referees.

Applications to be submitted to:

Please note that SAHRA is an Equal Opportunities Employer. SAHRA reserves the right not to make an appointment. Candidates with disabilities are encouraged to apply.