



An Institute of Nelson Mandela University

#JobOpportunity

Title:

Intern – Administration – Maritime Cluster

Company:

South African International Maritime Institute (SAIMI)

Location: SAIMI headquarters, located at the Nelson Mandela University Oceans Campus, Gomery Avenue, Summerstrand, Port Elizabeth

Status: To start as soon as possible until 31st December 2018, with the possibility of renewal beyond this date, subject to availability of funds and performance.

Background:

SAIMI provides administrative support to The Nelson Mandela Bay Maritime Cluster (NMBMC).

NMBMC is fully committed to the development of ocean business, which includes facilitating maritime cluster development within the continent of Africa, the development of ocean and maritime enterprises, and the development of emerging entrepreneurs wishing to enter the maritime sector for the first time. To enable the cluster to fulfil its mandate requires making the transition from a voluntary association to a legal entity.

SAIMI is seeking the services of a dynamic individual to provide administrative support to the NMBMC. The cluster is a partnership based entity in which partners understand and appreciate the benefits of collaboration. The incumbent will preferably have a love of the sea and a passion for the responsible governance of the ocean economy. The incumbent will work with cluster partners from government, academia, organized business and civil society. The successful candidate will be based at the world class Nelson Mandela University Ocean Sciences Campus in Port Elizabeth.

The incumbent is expected to provide all the necessary administrative and office support activities and report directly to the Chairperson and Leadership Group. This role requires excellent communication skills and the ability to organize and prioritize a dynamic work program. The program includes a continuous outreach to maritime clusters from around the world, the development of cluster alliances and networks, and arranging international cluster matchmaking events. The ideal candidate would be a post-graduate student in one of the following fields of specialization: ocean sciences, coastal and marine research, coastal tourism, or the maritime sector.

Job Description:

The incumbent will manage the day to day administrative responsibilities of the Nelson Mandela Bay Maritime Cluster as assigned by the Chairperson and Leadership Group to ensure the efficient operation of the cluster.

Essential Tasks of the Job

1. Answers, screens and directs all telephone calls to appropriate parties and screens correspondence from internal and external enquirers.
2. Schedules meetings and conferences, reserves rooms, and arranges for support equipment and catering, as required.
3. Takes minutes at cluster partnership meetings / workshops, and converts these to action plans with timelines for implementation.
4. Develops PowerPoint presentations for internal and external meetings, as and when required.
5. Contacts internal and external enquirers and arranges scheduled appointments or gathers relevant information from cluster partners with the relevant skills, experience and qualifications to assist the enquirers. The need for a maritime incubator is currently under investigation.
6. Responds to questions or correspondence from internal and external enquirers or refers them to the appropriate expert within the Nelson Mandela Bay Maritime Cluster.
7. Drafts general and confidential correspondence and reports as and when assigned.
8. Maintains and organizes a cluster filing system.
9. Screens and sorts email correspondence.
10. Assists in the planning, preparation and execution of special events, trade shows, travel shows and Port Tours.
11. Compiles data and researches information, as directed.
12. Maintains and updates a NMBMC website portal.
13. Updates and ensures the accuracy of the NMBMC mailing list.

Qualifications, experience and skills required:

- A post graduate qualification in the fields of ocean sciences, coastal and marine research, coastal tourism, or the maritime sector.
- Excellent organizational skills and administrative experience.
- Good command of the English language, both written and spoken.
- Good knowledge of Word, Excel, Outlook and Power Point.
- Excellent communications skills including digital and social media.
- Ability to prioritize multiple projects and adjust workload accordingly.
- Capable of identifying and completing critical tasks independently and with a sense of urgency.
- Ability to work at a consistent level with minimal supervision and direction.
- Demonstrated attention to detail and accuracy are critical.
- Ability to maintain confidentiality in all assignments.

Important Notes:

1. Applicants to e-mail an application letter including:
 - a. full CV;
 - c. certified copies of academic qualification;
 - d. academic records (this is mandatory - failure to attach will lead to disqualification); and

- e. ID.
2. Applicants will be expected to be available for assessment and selection interviews at a time, date and place to be confirmed.
 3. All appointments for internship are subject to the verification and pre-screening process.
 4. Correspondence will be entered into with short-listed candidates only.
 5. Interns must find their own residential accommodation and transport.

If you are interested in this opportunity, please forward your CV to soraya@saimi.co.za

Closing date for applications: 31st July 2018

SAIMI would like to thank all applicants, however only those who qualify for an interview will be contacted.

For further information regarding this job post please contact:

Name: Soraya Artman

Email: soraya@saimi.co.za

Tel: 041 – 504 3691