



**S A I M I**

SOUTH AFRICAN INTERNATIONAL  
MARITIME INSTITUTE

An Institute of Nelson Mandela University

## **#JobOpportunity**

### **Title:**

Intern – Finance

### **Company:**

South African International Maritime Institute (SAIMI)

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

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

### **Company Profile:**

The South African International Maritime Institute (SAIMI) is an apex maritime institute that enables the development and the contribution of the maritime sector to the economy of South Africa and Africa through the effective coordination of quality education and research through partner institutions. SAIMI's mandate is to coordinate maritime skills development, education, research and innovation to support realization of the initiatives planned under Operation Phakisa, to grow South Africa's participation in the maritime economy.

SAIMI is seeking to create opportunities for students to receive in-service training and gain practical work experience. The institution wants to meet the challenges of capacity building in the Maritime Sector and create awareness within the education sector. The interns will be exposed in relevant fields, subject to the conditions of its internship programme.

### **Job Description:**

Provide support to the following financial functions:

- Cash flow and budget management in line with the project deliverables and projections.
- Financial record-keeping; and extracting and analysing of data from ITS in order to compile financial reports.
- Accurate and efficient record-keeping of SAIMI financial information and documentation, especially that required by NSF in order to meet the monthly and quarterly reporting requirements.
- Monthly and quarterly expenditure and cash flow reports and projections to the NSF, to meet NSF reporting requirements and deadlines.

- Handling of queries.
- Process financial requisitions and transactions, and ensure timeous payments to service providers.
- Monitoring and evaluation of projects.
- Internal auditing.
- Related administrative tasks.

**Qualifications, experience and skills required:**

- Education/ Qualification: A post graduate qualification in finance and internal auditing;
- Administration and record-keeping;
- Attention to detail;
- Adherence to deadlines;
- Ability to take initiative and be pro-active, while working in a team;
- Inter-personal – ability to interact and build relationships with diverse stakeholders at all levels;
- Excellent communication skills: Oral and written;
- Good knowledge of Word, Excel, Outlook and Power Point.

**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](mailto:soraya@saimi.co.za)**

**Closing date for applications: 31<sup>st</sup> 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:

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