



SAIMI

SOUTH AFRICAN INTERNATIONAL
MARITIME INSTITUTE

An Institute of Nelson Mandela University

#JobOpportunity

Title:

Intern – Project Coordination

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 31st 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 for:

- Projects within SAIMI, with a specific focus on facilitating involvement of the maritime industry in skills development initiatives to support industry growth, and facilitating the interface between industry and education role-players.
- Monitoring and evaluation of projects.
- Related administrative tasks.

Qualifications, experience and skills required:

- Education/ Qualification: A post graduate qualification in the field of ocean / marine / maritime related studies;
- 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

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

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Tel: 041 – 504 3691