

Internship Opportunity

Title: Intern – National Seafarer Development Programme

Institution: South African International Maritime Institute (SAIMI) – Head office in Gqeberha

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

Contract Period: Start as soon as possible – Contract ends March 2025.

Core Purpose of Job:

SAIMI is seeking to hire an NSDP Intern who will assist with the day-to-day administrative responsibilities of the programme to the benefit of the seafarers and the overall Operation Phakisa objectives.

The incumbent should preferably have a love of the sea and a passion for the responsible governance of the ocean economy. Furthermore, they will support the growth of the NSDP in terms of seafarer numbers, training providers and shipping company partners; assist with expanding the scope, and number of maritime training initiatives that form part of the NSDP.

Key Performance Areas:

- **NSDP Coordination**
 - Central point of contact for NSDP enquiries.
 - Promote and facilitate access to online learning courses for learners.
 - Provide support to Learners and training providers.
 - Raised awareness of careers at sea.
 - Maintain accurate project reports.
 - Compliance with funder and university policies and procedures.
 - Efficient Quality Management System.
- **Stakeholder Engagement**
 - Support initiatives aimed at raising national maritime consciousness by educating and creating awareness of the role and value of South Africa's oceans and maritime sector.
- **Information Management**
 - Maintain current and relevant information on the status of project tasks.
 - Prepare any narrative reports necessary, for approval by the Programme Manager to internal or external stakeholders.
 - Create and maintain a library of project materials.

- Assist with sourcing information and data including packaging and storage of the information.
- **Secretarial and Administrative Support**
 - Answers, screens, and direct all telephone calls to appropriate parties and screens correspondence from internal and external enquirers.
 - Schedules meetings and conferences, reserves rooms, and arranges for support equipment and catering, as required.
 - Takes minutes at meetings / workshops and converts these into action plans with timelines for implementation.
 - Develop PowerPoint presentations for internal and external meetings, as and when required.
 - Responds to questions or correspondence from internal and external enquirers or refers them to the appropriate expert.
 - Drafts general and confidential correspondence and reports as and when assigned.
 - Maintains and organizes the filing system.
 - Maintain a database of SAIMI stakeholders.

Qualifications, experience, and skills required:

- Post-school qualification in maritime studies or similar e.g. National diploma, BTech, 3-4 year degree in maritime studies or related fields.
- Seagoing experience will be an advantage.
- Excellent organizational skills and administrative experience.
- Good command of the English language, both written and spoken.
- Knowledge in Research Methodology.
- 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.
- Inter-personal – ability to interact and build relationships with diverse stakeholders at all levels.

Important Notes:

1. Applicants to e-mail an application letter including:
 - a. full CV;
 - b. certified copies of academic qualifications;
 - c. academic records (this is mandatory - failure to attach will lead to disqualification); and
 - d. 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 are personally responsible for the arrangement and cost of their residential accommodation and transport.

Closing date for applications: 14 November 2025

If you are interested in this opportunity, please forward your CV to: seafaring@saimi.co.za with NSDP Intern Application in the subject line.