Job Opportunity

Title: Intern – Maritime Stakeholder Partnership Programme

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

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

Contract Period: Start as soon as possible – Contract ends September 2024.

Core Purpose of Job:
SAIMI is seeking to hire a Stakeholder Partnership Intern who will assist with coordinating the day-to- day administrative responsibilities of the programme and facilitation of the collaboration and research support to all maritime clusters as assigned by the relevant SAIMI manager and designated cluster management from all the regional maritime clusters.

The incumbent will work with partners which include clusters, government, academia, industry, and civil society.

Key Performance Areas:

- Maritime Cluster Coordination and Stakeholder Engagement
    - Assists in the planning, preparation and execution of special events, trade shows, travel shows and Port Tours.
    - Support the development of cluster alliances and networks and arranging international cluster matchmaking events.
    - Assist with drafting relevant documents and research coordination for the clusters.
    - Maintains and updates the cluster website portal supported by SAIMI.

- Project Coordination
    - Participate in the development of project plans and monitoring, reviewing, and evaluating progress thereof.
    - Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project.
    - Assist with daily implementation of day-to-day operations of the project including needs assessment and setting goals and objectives.
    - Assisting with the administrative duties of the project including liaising with relevant stakeholders regarding buy-in, project status and milestones.
    - Coordinating and attending meetings including establishing and maintaining internal and external contacts as necessary.

- Preparing and maintaining all related documentation and reports related to the project and managing provision of feedback and reports to stakeholders.
- Acting as a resource person by performing research, analysing information, providing documentation, and preparing reports for stakeholders.
- Verifies and analyses the accuracy of all data and information used or generated by project; resolves any discrepancies or problems.
- Documenting and following up on important actions and decisions from meetings.

- Outreach and Awareness
  - 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 of information and data including packaging and storage of the information.
- Secretarial and Administrative Support
  - Answers, screens, and directs all telephone calls to appropriate parties and screens correspondence from internal and external enquirers.
  - Schedules meetings and conferences, secures venues, and arranges for sound equipment and catering, as required.
  - Takes minutes at meetings / workshops and converts these into action plans with timelines for implementation.
  - Develops 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 programme filing system.
  - Maintain a database of SAIMI stakeholders.

Qualifications, experience, and skills required:

- An Honours degree or equivalent qualification at NQF level 8 in the fields of ocean sciences, maritime, coastal and marine research or coastal tourism.
- Excellent organizational skills and administrative experience.
- Good command of the English language, both written and spoken.
- Excellent research skills.
- 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.

How to apply:

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.

Interviews may be conducted virtually.

Closing date for applications: 15 April 2024

If you are interested in this opportunity, please forward your CV to: info@saimi.co.za **with Maritime Stakeholder Partnership Intern in the subject line.**

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 email: info@saimi.co.za

All the best!

SAIMI website: www.saimi.co.za