



# VACANCY ADVERTISEMENT

Faculty Of Economic And Management Sciences

**Position:** Administrative Intern (TVET /CET) in the Office of the Wholesale & Retail Leadership Chair: Western Cape

The **University of the Western Cape** (UWC), in partnership with the **Wholesale and Retail Sector Education and Training Authority** (W&RSETA), is establishing the Wholesale & Retail Leadership Chair for the Western Cape. The Chair aims to strengthen research, skills development, and industry collaboration within the wholesale and retail sector, with a particular focus on entrepreneurship, transformation, and sustainability.

UWC invites applications from suitably qualified candidates for an Administrative Internship within the W&R Leadership Chair. This opportunity is designed to provide work-integrated learning (WIL) and practical workplace exposure to students currently completing their qualifications.

## Purpose of the Internship

The Administrative Intern will support the operational, administrative, and research coordination functions of the Leadership Chair while gaining valuable experience within a higher education and sector research environment.

## Key Responsibilities

- Provide administrative and coordination support to the Leadership Chair and project team
- Assist with scheduling meetings, managing diaries, and coordinating logistics
- Support the organisation of stakeholder engagements, workshops, and learning sessions
- Maintain filing systems, databases, and stakeholder records
- Assist with data collection activities, including surveys and interviews
- Support procurement and general administrative processes
- Take minutes during meetings and track follow-up actions
- Assist in compiling reports, presentations, and knowledge outputs
- Respond to queries and provide general office support

## Minimum Requirements

- Should have a qualification in one of the following fields:
  - Wholesale and Retail Management
  - Business Administration
  - Management
  - Marketing
  - Logistics or Supply Chain Management
  - Or a related field
- Basic computer literacy (MS Word, Excel, PowerPoint, Outlook)
- Good written and verbal communication skills
- Strong organisational and administrative skills
- Ability to work in a team and manage time effectively

## Added Advantages

- Exposure to the wholesale and retail sector
- Understanding of the higher education and skills development environment
- Basic knowledge of research or data collection processes

## Key Competencies

- Attention to detail and accuracy
- Willingness to learn and take initiative
- Professionalism and reliability
- Ability to work under pressure and meet deadlines
- Good interpersonal and communication skills





### Duration and Stipend

- This is a fixed-term Work-Integrated Learning (WIL) internship opportunity
- Stipend: R 9,000 per month

### Applications

- Applications should include:
- A detailed Curriculum Vitae
- Proof of registration (current academic year)
- Certified copies of qualifications and academic records
- Names and contact details of at least two referees

Applicants who meet the minimum requirements of this internship should apply, by forwarding their CVs for attention: **Itebogeng Masibigiri** at [Leadershipchair@wrseta.org.za](mailto:Leadershipchair@wrseta.org.za). The closing date for applications is **15 May 2026 at 17:00**.

### Enquiries

For further information, please contact: **Thabang Motsoeneng**, Senior Specialist: Research and Innovation on [TMotsoeneng@wrseta.org.za](mailto:TMotsoeneng@wrseta.org.za)

