

VACANCY ADVERTISEMENT

Faculty Of Management and Public Administration Sciences (FMPAS)

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

The **iYunivesithi Walter Sisulu**, in partnership with the **Wholesale and Retail Sector Education and Training Authority (W&RSETA)**, is establishing the **Wholesale & Retail Leadership Chair for the Eastern Cape**. The Chair seeks to advance research, skills development, and industry collaboration within the wholesale and retail sector, with a strong focus on entrepreneurship, transformation, and rural and township economic development.

iYunivesithi Walter Sisulu invites applications from suitably qualified candidates within TVET and CET for an Administrative Internship within the W&R Leadership Chair. This opportunity is designed to provide work-integrated learning 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. 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