



OFFICE OF THE CEO INTERN X 1
24 MONTHS
REMUNERATION: MARKET RELATED
Ref: AgriS0502/2025

DESIGNATION	Intern: Office of the CEO
Reporting to	Manager: Office of the CEO
Division	Office of the CEO
Office Location	Head office (Pretoria)

JOB PURPOSE	To provide support within the office of the CEO
ROLE CONTEXT	Functions within the office of the CEO with Administration

KEY PERFORMANCE AREA	FUNCTIONAL OUTPUTS / ACTIONS
MANAGEMENT OF DATA	<ul style="list-style-type: none"> • Compile data on request • Maintain various data sets
ADMINISTRATION	<ul style="list-style-type: none"> • Maintain administrative processes within the CEO's office. • Practical learning exposure within the organisation-wide administration environment. • Manage administrative elements of the operations, governance, and strategic partnerships (project management and/ or coordination) and stakeholder management. • Assist with the day-to-day management of the CEO's office.
AD HOC	<ul style="list-style-type: none"> • Any other duties which may be assigned from time to time



INTERNAL AND EXTERNAL CONTACTS	<ul style="list-style-type: none">• All departments within AgriSETA
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none">• National Diploma NQF level 6 in Business Management/ Management or equivalent.• No working experience required.
COMPETENCIES REQUIRED	<ul style="list-style-type: none">• Advanced competencies in Excel, Word, and Outlook• Advanced Administrative Skills• Accuracy• Team player

Employment Period: 24 MONTHS INTERNSHIP CONTRACT

An updated CV with a covering letter (excluding certificates) should be forwarded to:

Interns2025@agriseta.co.za

Closing date: 23 May 2025 at 16:30

Enquiries: Baepi@agriseta.co.za

Note: communication will be restricted to shortlisted candidates only. Should you not hear from us in four (4) weeks after the closing date of the advertisement, please consider your application unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of its Employment Equity Plan.



Disabled candidates are encouraged to apply. An indication in this regard is required for administrative assessment.