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## Johannesburg Stock Exchange (JSE) Internship Programme 2024/2025 For CEO's Office

### Description

The Johannesburg Stock Exchange (JSE) is seeking a highly motivated and ambitious recent graduate to join the CEO's Office for the 2024/2025 Internship Programme. This distinguished opportunity is designed to offer the intern a comprehensive understanding of strategic decision-making at the executive level, allowing for significant exposure to business operations and leadership.

The CEO's Office Internship Programme is tailored to provide the participant with an immersive experience in high-level organizational dynamics. The intern will actively support various projects and initiatives, gaining insights into the JSE's core functions and strategic priorities. This program is an ideal platform for graduates aiming to develop leadership skills and strategic acumen.

### Responsibilities

The intern will be responsible for managing stakeholder communications originating from the CEO's office, drafting communications, speeches, and presentations, and assisting in the development of briefing notes. Additional duties include coordinating external engagements and providing feedback to the CEO from various business workstreams. The role also involves conducting research on pertinent topics and fulfilling ad hoc responsibilities as required.

### Qualifications

Applicants must possess a Bachelor's degree in Finance, Economics, Econometrics, Business Management, or a related discipline. Candidates should demonstrate strong analytical and problem-solving abilities, alongside excellent organizational and communication skills, both written and verbal. Proficiency in Microsoft Office Suite is essential, as is the ability to work both independently and collaboratively in a dynamic environment. The ability to maintain confidentiality and manage sensitive information is crucial.

### Job Benefits

This internship offers a unique opportunity to develop essential skills in strategic communication and executive support. Participants will gain valuable experience and exposure to the inner workings of the JSE, fostering both professional and personal growth. The hands-on experience will enhance the intern's understanding of corporate leadership and decision-making processes.

### How To Apply?

Interested candidates are encouraged to submit their applications, which should include a detailed resume and a cover letter outlining their interest in the CEO's Office Internship Programme. Applicants should highlight their relevant skills, competencies, and any pertinent experiences that underscore their suitability for this prestigious opportunity.

### Hiring organization

Johannesburg Stock Exchange (JSE)

### Employment Type

Intern

### Duration of employment

12 months

### Industry

Financial Services Internships

### Job Location

Sandton, Gauteng, South Africa, 2196, Sandton, Gauteng, South Africa

### Working Hours

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### Date posted

December 1, 2024

### Valid through

31.12.2026