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South African Civil Aviation Authority (SACAA) Internship Programme 2024/2025 For Students

Description

The South African Civil Aviation Authority (SACAA) offers an Internship Programme for the 2024/2025 period. This program is designed to provide comprehensive exposure to the operational and administrative functions within the SACAA. It aims to equip interns with the necessary skills and experience to excel in various administrative and management roles.

The Internship Programme spans a full academic year and is intended for graduates seeking to gain practical experience in a professional aviation regulatory environment. Interns will be integrated into the SACAA's administrative operations, where they will contribute to key departmental activities and projects. The program provides a structured learning experience, fostering both personal and professional growth.

Responsibilities

Interns will undertake several important tasks, including the preparation of documents and collation of information for reporting purposes. They will be responsible for packaging documentation required for meetings and departmental engagements, circulating necessary information, and maintaining accurate records. Additional duties include relaying documentation to appropriate recipients, developing and maintaining a comprehensive filing system for easy information retrieval, and coordinating departmental functions and meetings. Interns will also be expected to perform any ad hoc duties as required.

Qualifications

Eligible candidates must possess a National Diploma or Degree in one of the following fields: Public Administration, Public Management, Business Administration, Political Sciences, Social Sciences, International Relations, Finance/Accounting, Logistics, Supply Chain Management, Office Management, Governance and Risk Management, or a related discipline. Candidates should demonstrate strong organizational skills and the ability to manage documentation effectively.

Job Benefits

Participants in the Internship Programme will gain invaluable exposure to the workings of a critical regulatory body within the aviation sector. The program offers opportunities for networking, mentorship, and professional development, enhancing the employability of interns in various administrative and management roles.

How To Apply?

Interested candidates are required to submit a detailed resume along with a cover letter outlining their qualifications and motivations for joining the SACAA Internship Programme. Applications should reflect an understanding of the SACAA's role and demonstrate how the applicant's skills align with the objectives of the internship.

Hiring organization

South African Civil Aviation Authority (SACAA)

Employment Type

Intern

Duration of employment

12 months

Industry

Airlines and Aviation Internships

Job Location

Midrand, Gauteng, South Africa,
1682, Midrand, Gauteng, South Africa

Working Hours

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Date posted

December 1, 2024

Valid through

31.12.2026