



<https://www.internnerd.com/job/sasol-learnership/>

## Sasol Learnerships 2024/2025 For Administration

### Description

Sasol, a globally integrated chemicals and energy company with a 70-year heritage, is offering a 12-month learnership program in administration, located in Sandton, South Africa. This fixed-term contract is designed to provide both theoretical and practical work experience for entry-level learners, enhancing their skills and workplace readiness. Sasol is committed to fostering a culture that values diversity, inclusion, and the professional development of its employees.

The learnership program aligns with a National Qualifications Framework (NQF) curriculum and provides a comprehensive foundation in key professional competencies, including literacy, numeracy, communication, computer literacy, and basic business principles. It is particularly suitable for individuals who have completed their Grade 12 education, offering them the opportunity to develop essential skills for administrative roles. The theoretical component of the program will cover areas such as Entrepreneurship, Business Operations, Customer Service, Business Accounting, Maths Literacy, Communication Skills, and Computer Skills. Additionally, learners will gain practical experience by providing administrative support to improve the effectiveness of management and departmental functions.

### Responsibilities

Participants in the learnership program will be expected to:

- Fully engage in both the theoretical and practical components of the program.
- Complete all assessments and demonstrate competency in the various modules.
- Provide administrative support in assigned departments to enhance the overall efficiency and effectiveness of the team.
- Participate in workplace readiness activities and exercises designed to prepare learners for a professional environment.

### Qualifications

The following qualifications and skills are required for participation in this learnership:

- A Matric/Grade 12 certificate.
- The ability to engage in structured learning, both theoretically and practically.
- Demonstrated potential for self-development and accountability.

Additionally, the program emphasizes the development of key competencies:

- Nimble Learning (BC)
- Workflow Management (TC)
- Action Planning (TC)
- Understanding of Policies and Procedures (TC)
- Ability to Manage Complexity (BC)
- Commitment to Self-awareness and Accountability (BC)

### Hiring organization

Sasol

### Employment Type

Intern

### Duration of employment

12 months

### Industry

Chemical Manufacturing Internships

### Job Location

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

### Working Hours

9

### Date posted

December 1, 2024

### Valid through

31.12.2026

## **Job Benefits**

- Opportunity to gain practical, on-the-job experience in a reputable global company.
- Development of foundational professional skills that are critical for career advancement.
- Engagement in a structured program that includes both theoretical learning and practical application.
- Exposure to Sasol's diverse and inclusive work culture, where employees are supported in their career growth and development.

## **How to Apply?**

Interested candidates are encouraged to submit their applications before the closing date, 30 September 2024. Sasol is committed to equal opportunity and affirmative action, with preference given to applicants from designated groups, including individuals with disabilities, in accordance with Sasol's Employment Equity Plan.

Should you not receive communication from Sasol within 60 days of the application closing date, kindly consider your application unsuccessful. We thank you for your interest in Sasol, and we wish you success in your career journey and future applications with us.