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CHIETA: Admin Internships [2025-26] New Job Hiring

Description

The Chemical Industries Education and Training Authority (CHIETA) is dedicated to fostering development and educational growth within the chemical industries sector. We are committed to providing quality education and training programs to enhance skills and support career advancement. CHIETA's mission is to promote excellence in the chemical sector through a range of initiatives and strategic collaborations.

CHIETA is offering an exciting internship opportunity within our dynamic team. The Administration Support Intern will play a pivotal role in providing comprehensive administrative support to the CEO's Office and various business units within the organization. This position offers a unique chance to gain hands-on experience in a professional environment, contributing to the smooth operation of our administrative functions.

Responsibilities

• Administrative Functions:

- Take detailed notes during meetings with stakeholders, ensuring accuracy and completeness.
- Manage filing systems and the storage of important information, ensuring easy retrieval and organization.
- Type up handwritten notes and transcribe documentation as required.
- Support the Personal Assistant (PA) by following up on decisions made during Management Committee (MANCO) meetings.
- Undertake various administrative tasks to support day-to-day operations.

• Additional Responsibilities:

- Provide general administrative assistance across different departments as needed.
- Assist with organizing and coordinating events, meetings, and other activities.
- Contribute to maintaining a professional and efficient office environment.

Qualifications

• Educational Qualification:

- Must hold a National Diploma or Degree in any relevant field.

• Experience:

- No prior work experience required; this role is ideal for recent graduates or those seeking practical experience.

• Technical Skills:

- Proficient in computer applications and basic software programs.
- Competence in using office equipment and technology.

• Additional Advantage:

- A valid driver's license will be considered an added advantage.

Hiring organization

CHIETA

Employment Type

Intern

Duration of employment

3 Months

Industry

Education Administration Programs

Job Location

Pretoria, Gauteng, South Africa,
0002, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

November 4, 2025

Valid through

19.07.2028

Skills

- **Organizational Skills:**
 - Ability to plan and prioritize work effectively.
 - Demonstrated ability to meet deadlines and manage multiple tasks independently.
- **Attention to Detail:**
 - Systematic and thorough approach to work with exceptional attention to detail.
- **Technical Proficiency:**
 - Strong computer skills and innovative thinking.
 - Experience with social media platforms and ability to write for public consumption.
- **Communication Skills:**
 - Excellent oral and written communication skills.
 - Ability to convey information clearly and professionally.
- **Problem-Solving:**
 - Strong problem-solving abilities with a proactive approach to challenges.
- **Teamwork and Independence:**
 - Ability to work collaboratively within a team as well as independently.
 - Self-starter with a strong willingness to learn and contribute.
- **Ethical Standards:**
 - High level of confidentiality, ethics, integrity, and professionalism.
- **Additional Attributes:**
 - Awareness of diversity and inclusivity in the workplace.
 - Detail-oriented with a passion for innovation.

Contacts

Interested candidates are invited to submit their CVs and a cover letter outlining their suitability for the role.

CHIETA is committed to creating an inclusive environment and is proud to be an equal opportunity employer. We encourage applications from all qualified individuals.

Join us at CHIETA and take the first step toward a rewarding career in administrative support within the chemical industry sector!