



INTERNSHIP

(2 positions)

INTERNATIONAL ACADEMIC PROGRAMMES OFFICE (IAPO)

IAPO is responsible for forging partnerships with its stakeholders in order to enhance the profile of UCT both locally and internationally.

The aim of the IAPO internship programme is to provide graduates who are interested to work in a university environment and specifically in the area of internationalization, with practical work experience enabling them to compete for possible job opportunities in the future.

The duties of the intern are as follows:

Reporting to the Advisor: Special Projects, the interns will be responsible for:

- Providing research, report writing, and back up administrative support services to the Directorate, specifically with respect to assisting the directorate with preparing the IAPO Self- review portfolio, doing research on trends in internationalisation, preparing draft presentations for the Director, and managers upon request, etc.
- Providing programmatic input and logistical support to special IAPO initiatives, like workshops, conferences, seminars, high level meetings, lectures, etc as from time to time identified
- Respond to student queries, assist by providing support to student interface and internationalization at home initiatives, and ensure that an up to date database of student leadership initiatives, contact details, etc. are kept
- Provide servicing support to meetings hosted by IAPO managers, as from time to time required

What can you learn during your internship in IAPO?

The intern will provide capacity and learn about the work of each of the 6 IAPO divisions, and will as such, acquire insight, skills and knowledge in:

- Understanding the facilitation, empowerment and support services in international education;
- Hosting international visitors and diplomacy
- Partnerships and linkages
- Report writing, minute taking, presentations and doing basic research in the area of international education
- Organizational and logistical support skills in organizing visits, workshops, meetings, conferences, etc.
- Stakeholder relationship building and management
- Customer care and liaison
- Team work
- Time management skills
- Multi-tasking

Requirements:

Potential candidates should have:

- a university degree
- an interest in working in a university
- potential to succeed based on past performance in other contexts
- Have demonstrated strong planning and organisational skills
- Be able to work independently and within a team
- Possess good verbal and written communication coupled with sound interpersonal skills
- Proven computer literacy in the use of MS Office

Remuneration

The remuneration package is R7000 per month.

Period of Internship:

The internship will run from 01 June 2015 to 31 January 2016.

Applications:

Applications must be submitted to Mr Jerome September at jerome.september@uct.ac.za by 04 May 2015. The applications must be accompanied by a detailed curriculum vitae, at least two written references and a detailed motivation written by the applicant covering:

- reasons for applying for the internship
- the nature of the applicant's interest in working in a university

The application form can be downloaded at <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>

Applicants who do not meet the requirements and do not provide a curriculum vitae, at least two written references and a detailed motivation will not be considered. Only shortlisted candidates will be contacted and will be expected to undergo an assessment.

Reference number: E50427

Closing date: 11 May 2015

UCT is committed to the pursuit of excellence, diversity and redress. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.