

VACANCIES: 06 X ICT SUPPORT INTERNS (SMART SKILLS CENTRES)
LOCATIONS: GAUTENG (X2), NORTHERN CAPE (X2), & FREE STATE (X2)
(FIXED-TERM CONTRACT: 24 MONTHS)

There are exciting internship opportunities within CHIETA. The purpose of the position is to provide administrative & ICT support to the Innovation and Tech Business Unit within the CHIETA. Applicants who meet the requirements below for the position are invited to apply:

Monthly Stipend: R 7,000.00 (Seven Thousand Rands Only)

Positions Available:

PROVINCE	TITLE	MINIMUM REQUIREMENTS	REFERENCE NUMBER	VACANCIES
Northern Cape	Smart Skills Centre Support Intern	Matric, National Diploma in public administration, business administration, marketing, or a related field.	NC-SSC-001	X2
Free state	Smart Skills Centre ICT Support Intern	Matric, National Diploma in Information Technology, Information Systems, Computer Science, or a related field.	FS-SSC-001	X2
Gauteng	Smart Skills Centre ICT Support Intern	Matric, National Diploma in Information Technology, Information Systems, Computer Science, or a related field.	GP-SSC-001	X2

CHIETA HEAD OFFICE:

Tel: 011 628 7000
Allandale Building, 3rd Floor, Office B
23 Magwa Crescent, Waterfall City, 2090

WESTERN CAPE

Tel: 021 551 1113/4
Uni: B2, Cor Race Course & Omurembe
Roads, Montague Gardens, 7441

KWAZULU-NATAL

Tel: 031 368 4040
Westway office park, 21 the
boulevard (1st floor) Westville, 3630

PORT ELIZABETH

Tel: 041 509 6478
Struerway Block E, New Brighton,
Port Elizabeth, 6001

ADDITIONAL MINIMUM REQUIREMENTS:

- A minimum aggregate of 65% for overall qualification.
- Be recently graduated with no work experience.
- Must be computer literate.
- Valid driver's license will be an added advantage.
- Applicants must reside within the province in which they are applying.

RESPONSIBILITIES:

- Provide technical support for hardware, software, and network-related issues within the Smart Skills Centre
- Assist user with troubleshooting and resolving IT challenges, ensuring minimal disruptions to operations.
- Ensure all software and applications are up to date and properly licensed
- Monitor network security and data protection measures, ensuring compliance with IT policies.
- Support the setup and management of online learning platforms and digital tools used in training programs.
- Perform administrative functions such as checking and responding to email, calls, and social media queries related to the designated Smart Skills Centre.
- Responsible for checking and monitoring of Smart Skills Centre's equipment and reporting issues.
- Ensure walk-in queries are documented and attended to.
- Communication and reporting of challenges within the Centre, such as internet issues.
- Responsible for visitor management by ensuring visitors sign in when entering the Centre.
- Ensuring that the Centre is always clean.
- Responsible for the marketing of the Centre.
- Taking minutes in meetings

Skills & Behavioural Competencies:

- Planning and Organization Skills
- Communication (oral and written)
- Problem-solving ability
- Diversity awareness
- Confidentiality, ethics, integrity, and professionalism
- Detail-oriented
- Teamwork
- Innovative skills.

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Interested Individuals are invited to submit their CV's, academic record, certified copies of their ID, matric certificate, and relevant tertiary qualifications to recruitment@chieta.org.za **please use the reference number of the position you are applying for as the email subject.** Should no feedback be forthcoming by the 31st of January 2026, please accept that your application was not successful. CHIETA reserves the right not to make an appointment. CHIETA is committed to the advancement of Employment Equity. Successful applicants will be subjected to background checks and will be required to undertake the required assessments. **Closing date: 5 December 2025**

Protection of Personal Information – Employment Candidates

1. *CHIETA is a responsible party in terms of the POPI Act of 2013.*
2. *CHIETA will take all prescribed and reasonable precautions to ensure that your information is safeguarded.*
3. *By submitting your Curriculum Vitae and any other relevant personal information in respect of this vacancy, you understand and agree that:*
 - a) *CHIETA needs to collect, keep, and use your personal information in order to evaluate your application for purposes of potential employment opportunities; and*
 - b) *CHIETA will only use the information to carry out the necessary recruitment-related activities.*
4. *You therefore give your consent to CHIETA to process your information, knowing all of the above, and being aware that you can:*
 - a) *Withdraw consent at any time.*
 - b) *Have the right to request access to your data at any time, in the prescribed form.*
 - a) *Have the right to request that your data be corrected and updated, in the prescribed form; and*
 - b) *Have the right to complain to the information regulator.*

CHIETA reserves the right not to make an appointment



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