



Safety and Security Sector Education and Training Authority (SASSETA) is a public entity, established in terms of Section 9(1) of the Skills Development Act of 1998, as amended

**RESEARCH INTERN
(12 MONTHS CONTRACT)**

MONTHLY STIPEND: R8, 000.00

Reporting directly to the Manager: Skills Planning and Research, the incumbent shall be responsible for:

- Assisting with trend analysis of skills development data;
- Assisting with the development of the Sector Skills Plan (SSP);
- Supporting OFO code research and capacity building ;
- Supporting the analysis of the Workplace Skills Plan (WSP) and Annual Training Plan (ART);
- Conducting auxiliary researches around the labour market;
- Attending a research formal training around research techniques.

JOB REQUIREMENTS

- A recent graduate with an Honours or Masters degree from one of the following fields: Economics, Development Studies, Social Science, Human Resources Development, Labour Economics;
- Interest in enhancing research skills, particularly in relation to the labour market and skills development;
- Must be computer literate at an intermediate level;
- All applicants must be:
 - South African citizens
 - Between ages of 18 – 35 years
 - Unemployed and have **NOT** participated in an internship programme before.

COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED

- Research skills, information gathering ,and investigative skills;
- Communications skills (oral and written);
- Planning and organising skills;
- Minimum working knowledge of research;
- Report-writing skills & presentation skills,
- Analytical skills;
- Interpersonal skills;
- Ability to work in a team-orientated environment and result-driven; and
- Problem solving and decision-making skills.

PLACE OF WORK

SASSETA Office, Riverview Office Park, Janadel Avenue (off Bekker Road), Halfway Gardens, MIDRAND.

Submit your application, together with **certified copies of all your qualifications including ID Copy**, using **one** of the following options:

- **Email:** sassetahr@sasseta.org.za
- **Post to:** P O Box 7612, Halfway House, 1685
- **Hand Delivery:** Place of work appearing above

Closing Date for Applications: 11 September 2017

Successful candidates will be subjected to security clearance and will also be expected to sign a performance contract.

Only short listed candidates will be contacted .Should you not hear from us after three weeks from the closing date, assume that your application was unsuccessful.

PLEASE NOTE: Applications from unsuccessful candidates will not be retained.

NB: SASSETA reserves the right not to make an appointment.

A handwritten signature in blue ink, consisting of a large, stylized loop followed by a short horizontal stroke.