

INTERNSHIP ADVERTISEMENT

Trade & Investment KwaZulu-Natal (TIKZN) is the premier South African trade and inward investment promotion agency (IPA) for the KwaZulu-Natal province, established in terms of the KwaZulu-Natal Trade and Investment Agency Act, No. 05 of 2010. The internship positions are based at **Head Office in Durban**

Position: Internship
Business Unit: Office of the CEO
Ref No. TIKZN/OCEO/2025

Competencies and Qualifications: Bachelor's Degree in Legal/ Communication/ Linguistic / Business Degree or equivalent. The candidate must have good verbal and written communication skills. Must be computer literate at an advanced level.

Key Performance Areas (among others)

1. Provide support in the development and implementation of the annual Board and sub-committees meeting calendar.
2. Assist in the preparation and distribution of agendas and meeting papers for the Board and sub-committees
3. Compile minutes after each meeting of the Board, sub-committees, MANCO, Investment Forum and any other committee established by the office. Provide practical support to the Board and management of TIKZN.
4. Ensure administration of the Access to Information Act.
5. File and maintain records for future records.
6. Monitor the updating and approval of organisational policies.
7. Coordinate office activities and operations to secure efficiency and compliance with policies

Closing date: 23 May 2025 @ 23h59

Applications can be submitted to vacancies@tikzn.co.za. TIKZN subscribes to the principles of employment equity in its recruitment processes. Prospective employees will be subjected to competency assessments and security vetting as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME AND Ref. No. ON YOUR APPLICATION)

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DIRECTORS: Mr B M Myeni (Chairperson), Prof A T Nzama (Deputy Chairperson), Adv B N Buthelezi, Ms J Channing, Ms S Dlungwane, Mr B E Mkhize, Dr S K Mpungose, Dr S Ndlovu, Mr R N Ngcamu (CEO), Mr T V Mhlongo (CFO), Ms N M Sajini (Acting Company Secretary).

