



Universities South Africa (USAf) is a national association that represents the interests of the South African public universities through its key roles of advocacy, strategic research and sector support services. USAf encourages cooperation among universities and among partners with whom it shares interests. USAf office is based in Pretoria. As a non-profit organisation, USAf is funded through membership fees and revenues from contract management services and donor agencies.

Internship opportunity for twenty-four months for workplace experience as Project Administrator for seven unemployed graduates

USAf, in partnership with the Safety and Security Sector Education and Training Authority (SASSETA), is inviting prospective graduate interns to participate in an opportunity to gain work experiential learning for twenty-four months. Incumbents will be placed in various units at USAf's offices (finance and administration, Higher Education Leadership and Management, the Projects Office, and Operations and Sector Support).

REQUIREMENTS:

Administration and/or finance-related related internships (6 positions available):

A Bachelor's degree or BTech preferably in commerce, management, administration, information technology or office management and technology or equivalent

Research, monitoring and evaluation, and project support internship (1 position available)

Honours degree in Social Sciences or Education

- Proficient in written and verbal communication skills
- Proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint), Adobe Acrobat
- Competitive advantage: Knowledge of project management software

KEY RESPONSIBILITIES (but not limited to):

- **Administrative support:** Assist relevant managers with correspondence and general administration in the organization; Collect information on students from institutions and capture all relevant information; Research, prioritize, and follow up on incoming issues and concerns from stakeholders, addressed to the organization, in terms of the bursary project; Provide a bridge for smooth communication between and within internal divisions; Perform any ad hoc duties as and when required.
- **Information Management:** Assist managers to update project information in the project management system; Assist with preparation of reports; Ensure secure storage of project documentation and manage the project filing system and Central Repository.
- **Project administration:** assist with bursary-related issues to ensure necessary records

are maintained that can readily provide current, accurate, and accessible information; Ensure all project documents related to bursary applications are compliant with donor requirements.

- **Financial administration:** Verification and approval of payments submitted to Finance for processing; processing daily and monthly payments; monthly processing of transactions through cashbooks and maintaining supporting documents; reconcile the supplier general ledger accounts and intercompany accounts every month; Prepare journals and monthly provisions and accruals; issue invoices to stakeholders as and when required; prepare monthly age analysis and follow up on all outstanding invoices; conduct asset verification and maintain an updated asset register every month; Perform, verify, and record accurate and complete depreciation calculations on assets; receive and distribute invoices/claims to the relevant budget holders for approval; import salary file on a banking system, monthly; prepare monthly payments to suppliers, SARS i.e. for payroll deductions and VAT201 and other third parties; prepare, reconcile and submit EMP201 and VAT201 as per SARS regulations; Assist with facilitation of all audits and preparation of relevant records required for the audit; liaise with administrators and service providers on a regular basis; maintain proper filing of documents and archive documents older than three years; monitor adherence to organisational policies and procedures.
- **Research, monitoring and evaluation (only for the research internship):** Undertake (mainly) desktop research for various projects and programmes; assist with setting up internal monitoring tools for programmes, workshops and webinars; manage and clean datasets; generate quantitative and qualitative reports on evaluation data.

Please note that not all the above responsibilities will apply equally to all positions. Specific responsibilities will depend on each unit's requirements.

Interested candidates should submit a letter of motivation and CV with the names and contact details of at least three traceable referees by close of business on **Tuesday, 18 June 2024** to the Human Resources Officer, Pearl Mokwena at email address: **recruitment@usaf.ac.za**. Correspondence will only be entered into with shortlisted candidates. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful.

People from designated groups, including those with disabilities, are encouraged to apply.

Universities South Africa reserves the right not to make any appointments.

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