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ITAC: Communication Internships 2024 / 2025 New Hiring

Description

We are seeking a dynamic and motivated individual to join our team as a Communication Intern. This internship offers an exciting opportunity to gain hands-on experience in communication strategies and public relations within a government agency dedicated to fostering trade and economic development.

Responsibilities

- Assist in developing and implementing communication strategies to promote ITAC's initiatives, services, and achievements.
- Create engaging content for ITAC's website, social media platforms, newsletters, and other communication channels.
- Support the coordination of events, workshops, and outreach activities to raise awareness about ITAC's role and functions.
- Conduct research on trade-related topics and assist in the preparation of communication materials such as press releases, articles, and presentations.
- Monitor media coverage and assist in responding to media inquiries, ensuring accurate representation of ITAC's activities.
- Collaborate with internal teams to ensure alignment of communication efforts with organizational objectives.
- Provide general administrative support to the Communication Unit as needed.

Qualifications

- Currently pursuing or recently completed a degree in Communication, Public Relations, Journalism, Marketing, or related field.
- Excellent written and verbal communication skills in English. Proficiency in additional languages is an advantage.
- Strong attention to detail and ability to produce high-quality content under tight deadlines.
- Proficiency in Microsoft Office Suite and familiarity with graphic design software is desirable.
- Demonstrated interest in international trade, economics, or government affairs.
- Ability to work both independently and collaboratively in a diverse team environment.
- South African citizenship or valid work permit.

Job Benefits

- Hands-on experience in communication and public relations within a governmental organization.
- Mentorship and guidance from experienced professionals in the field.
- Exposure to various aspects of international trade policy and economic development.

Hiring organization

International Trade Administration
Commission of SA

Employment Type

Intern

Duration of employment

3 Months

Industry

International Trade and
Development

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South
Africa

Working Hours

09

Date posted

September 14, 2024

Valid through

01.03.2028

- Opportunity to contribute to meaningful projects with real-world impact.
- Networking opportunities with stakeholders from government, business, and academia.
- Monthly stipend to cover expenses during the internship period.

Contacts

Interested candidates should submit a resume, cover letter, and writing sample. Please indicate “Communication Intern Application – [Your Name]” in the subject line. Shortlisted candidates will be contacted for further steps in the selection process.