



**sanedi**

South African National Energy  
Development Institute

ENERGY INNOVATION FOR LIFE

SANEDI, PO Box 9935, Sandton, 2146

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- Position:** Communication and Stakeholder Engagement internship X1
- Division:** Communication and Stakeholder Engagement
- Location:** SANEDI retains, at all times, the right to place and transfer successful candidates to any site and/or position it deems necessary to address operational requirements at its sole discretion within which the organisation may conduct business.
- Period:** **24 – 36 Month period**; subject to 6 monthly performance evaluations and a 3-month probation period

SANEDI is looking to employ a dedicated Communications Intern to join our team. The communications Intern will amongst others support our Communication and Stakeholder Strategy, write and disseminate material, stakeholder engagement, event management, respond to inquiries from the public and coordinate promotional material .

### **Purpose of the position**

Provide working life skills and work readiness (Basic Business and Working Life Skills Training) through formal mentorship/internship. Provide workplace experience, allowing practical exposure to complement academic training to enhancing employability.

### **Responsibilities:**

- Assist in writing, editing, and distribute content, including publications, website content, annual reports, brochures and other marketing material that communicates the SANEDI's activities, products and/or services.
- Establish and maintain effective relationships with stakeholders.
- Seek opportunities to enhance SANEDI's reputation.
- Assist in organising and attend shows and exhibitions.
- Write meeting briefings notes and e-mails to cascade information from senior staff to employees across the organisation.

- Providing administrative support to Communications and Stakeholder Engagement

**Requirements:**

- Bachelor's degree, Diploma in communications, Public Relation, Journalism, or related field.
- Verbal, written, and interpersonal skills.
- Public speaking skills
- Ability to multitask and prioritise.
- Attention to detail.
- Basic computer skill
- Good time management and organisational skills.

**Additional information.**

Candidates with disabilities are encouraged to apply.

The closing date for the SANEDI Graduate programme applications is: 8<sup>th</sup> February 2024

Please email a detailed CV and motivation letter to: [Comms@sanedi.org.za](mailto:Comms@sanedi.org.za)