



The Eastern Cape Rural Development Agency (ECRDA) is a Schedule 3C entity in terms of the Public Finance Management Act (PFMA). ECRDA has a dedicated focus on formulating, promoting and ensuring the implementation of a comprehensive integrated rural development strategy for the Eastern Cape Province.

**EXTERNAL ADVERTISEMENT**

**Position** : **GRADUATE INTERN (11 positions)**  
**Location** : **HEAD OFFICE, EAST LONDON**  
**Duration** : **1 Year contract**

**GENERAL REQUIREMENTS:**

- Grade 12
- Computer literacy
- Driver’s license will be an added advantage
- Ability to fluently communicate in English and
- Ability to communicate in isiXhosa (for all Agricultural related positions)
- Be willing to commit for 12 months
- Be prepared to perform any assigned duties
- Participate in all learning and work experiences required
- Ability to work in and as part of a team
- Be professional, honest and committed
- Accuracy and attention to detail required
- Be deadline driven

**QUALIFICATIONS AND KEY PERFORMANCE AREAS:**

POSITION		KEY PERFORMANCE AREA
<b>Asset Management</b>	<b>Qualifications</b>	Appropriate relevant 3 year tertiary qualification, degree or diploma
	<b>Duties</b>	Periodic asset verifications
		Update asset register
		Capture acquisitions and disposals on the asset management system
		Maintain the vehicle fleet
		Assist with all insurance claims
		Attend to all queries regarding assets
		Ad Hoc financial support

<b>Risk &amp; Credit</b>	<b>Qualifications</b>	Appropriate relevant 3 year tertiary qualification, degree or diploma
	<b>Duties</b>	Assist with preparation of loan documentation
		Record management
		Assist with the facilitation of payments relating to loan disbursement and service providers
	Attending to queries	
<b>Internal Audit</b>	<b>Qualifications</b>	Appropriate 3-year tertiary qualification, degree or diploma in Internal Audit or relevant tertiary qualification.
	<b>Duties</b>	Preparation of system descriptions for audit assignments
		Designing of audit programs for audit assignments
		Preparation of audit working papers
		Draft of audit findings & audit recommendations for the areas audited
		Discussion of findings with management of the Agency
		Assist the Internal Audit & Risk Officers in preparation of audit file
		Perform any other adhoc work as required by Internal Audit & Risk Officers
Perform administrative work for Internal Audit & Risk Unit		
<b>Strategy</b>	<b>Qualifications</b>	Relevant B Degree/Diploma in the Economics field or in Social science
	<b>Duties</b>	Performance Information Management (Information collection, documentation and application to enable reporting)
		Strategic planning documents template development
		Research and development
		Monitoring and Evaluation
Administrative duties within the Strategic Management Unit		
<b>OCEO (Marketing, PR and Communications)</b>	<b>Qualifications</b>	Bachelor's Degree/National Diploma in Marketing/ Public Relations/Communications
	<b>Duties</b>	Marketing and branding of the organization
		Execution of marketing and promotional programs
		Prepare source data for computer entry by compiling and sorting timely and high quality marketing information.
		Secures information by completing database backups.
		Maintains operations by following policies and procedures, reporting needed changes.
		Maintain stakeholder confidence and protects operations by keeping information confidential.
		Contribute to team effort by accomplishing related results as needed.
The co-ordination and delivery of marketing information in a variety of media.		
<b>PMU</b>	<b>Qualifications</b>	National Diploma in Project Management (or equivalent)
	<b>Duties</b>	Reporting:

		Track critical reporting requirements to the client and senior project manager
		Assist in progress follow ups before specified due dates
		Distribute progress reports
		Distribution of reports to PMU Managers and Specialist
		Project Management/Support:
		Maintain the project calendar
		Setup and maintain job files in accordance with Company work instructions and applicable project instructions
		Administration support to project managers
		Co-ordination, monitoring & track utilization of project resource
		Planning and scheduling resources for different projects
		Assist in on-going project evaluations
		Assist COO to plan and budget for projects using previous project information
		Communication:
		Preparation of correspondence, presentation and/r reports
		Follow up on correspondence and outstanding resolutions
		Document control:
		Facilitate document issue process
		Asset and facilitate document issue process on behalf of the PMU Managers
		Print proof of payments for clients to reconcile all payments
<b>Livestock</b>	<b>Qualifications</b>	Related relevant B degree or diploma
	<b>Duties</b>	Be involved in all aspect of livestock farming
		Verification of deliveries at project levels
		Regular visits to the project on the field and also collecting data
		Be involved in implementation and monitoring livestock projects
		Attend meetings with stakeholders in some cases
		Assist in providing technical support to farmers/producers
		Submit monthly reports
<b>Forestry</b>	<b>Qualifications</b>	Bachelor Degree in Forestry/ National Diploma (with at least the following modules: Silviculture, Forestry Mensuration, Forestry Policy and Law, and Forestry economics)
	<b>Duties</b>	Develop working plans or Annual Plans of operations for forestry projects in conjunction with Strategic partners and monitor the implementation thereof
		Perform analysis of productivity per activity, project, area or species
		Prepare project prospectus per project
		Identify potential sources of funding for projects

		Implement action plan (assess, facilitate, co-ordinate, manage)
		Develop and maintain contacts/networks with role players and stakeholders
		Update and monitor forestry project database
		Identify and respond to new project opportunities
		Compile project progress report
<b>Agro Processing</b>	<b>Qualifications</b>	BSc degree in crop science or soil science
	<b>Duties</b>	Assist in taking of soil samples for testing and in conduction soil surveys,
		Assist in the development of crop production plans and crop enterprise budgets,
		Assist in monitoring of mechanization unit and mechanization operations such as soil preparation, planting, spraying, topdressing and harvesting,
		Assist in monitoring crop growth and development stages,
		Assist in conducting crop yield estimates
		Assist with grain grading and recording of grain quantities received at the RED Hub,
		Monitoring of crop production inputs inventory and keeping of records,
		Assist in arranging and participating in community engagements or meetings
		Provide weekly, monthly and quarterly reports to the RED Hub Manager on progress being made and agreeing priorities for action.
Ensure that Health, Safety and Environment policies and procedures are adhere to at all times		
<b>ICT ( User Support)</b>	<b>Qualifications</b>	Comptia A+ and Comptia N+
	<b>Duties</b>	All computer related support, from operating system to hardware issues
		Printer support, both network and local
		Provide basic network support, troubleshoot and resolve computer network issues
	Provide basic Microsoft Office support to end users	
<b>ICT (Website management and Graphic Design)</b>	<b>Qualifications</b>	Relevant qualification of minimum 2 years in Web and/or Graphic design
	<b>Duties</b>	Create, the layout, font colour, font types, logos, pictures and other visual and verbal aspects of an intranet
		Develop an intranet for ECRDA
	Support all programmes with graphic design of documentation/brochures	

The application, which should as minimum contain a covering letter, CV, certified copies of your identity document, qualifications and drivers licence, should be submitted to:

Mrs Somhlahlo, HR Management; Unit 12D, Beacon Bay Crossing, Cnr. N2 & Bonza Bay Road, Beacon Bay, East London 5201 or e-mailed to SomhlahloN@ecrda.co.za.

**CLOSING DATE: 4 October 2017 (16h00)**

**Late applications will not be accepted.**

**NB:**

- Without prejudice, correspondence will be limited to the short listed candidates.
- Further be informed that if you have not been contacted within 1 month of the closing date, please accept that your application was unsuccessful
- ECRDA is committed, to the provisions of the Employment Equity Act (Act No. 55 of 1998)
- For technical enquiries, please contact the following employees on 043-7036300:

Intern: Asset Management	Dr van Biljon
Intern: Risk & Credit	Mr Jonase
Intern: Internal Audit	Mr Wobiya
Intern: Strategy	Mrs Nienaber
Intern: Marketing, PR and Communications	Mr Velani
Intern: PMU	Ms Dyani
Intern: Livestock	Mr Mapuma
Intern: Forestry	Mr Quvile
Intern: Agro Processing	Mr. Qongqo
Intern: User Support & Website Management and Graphic Design	Mr van Rooyen

- Date of issue: 18 September 2017