

JOB ADVERT

ECD Administration Support Intern

REPORTING TO:

Head of ECD

JOB LOCATION:

Rosebank, Johannesburg

EMPLOYMENT STATUS:

Internship (12 months – Fixed Term Contract)

START DATE:

01 July 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

The ECD Administration Support Intern will provide administrative and operational support to ensure the efficient running of programme activities, learner management, and centre coordination.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:

- Support the management of daily, weekly, and monthly administrative tasks, including learner registration, record-keeping, and filing systems
- Assist with capturing and updating databases, including student registration, attendance, staff records, and SETA/QCTO requirements
- Upload and process monthly rental invoices, expense claims, and procurement requests, including the purchasing of groceries for centres
- Provide logistical support for training sessions, workshops, and site visits (venue coordination, materials, etc.)
- Manage printing and distribution of learning materials and supplies to centres
- Act as a first point of contact for student queries, including enrolment and registration processes
- Support internal communication and coordination between team members
- Assist with travel and accommodation bookings where required

KNOWLEDGE & COMPETENCIES

Education

- Matric (Grade 12)
- Currently studying (Part-time) or recently completed a qualification in ECD, Business Management.

Experience

- No prior professional experience required
- Have never held a full-time position before and preferably have not participated on a learnership or internship before.
- Exposure to administrative work or ECD environments
- Familiarity with data capturing or reporting systems

Key Skills and Competencies

- Strong organisational and administrative skills
- Attention to detail and accuracy in record-keeping
- Good communication and interpersonal skills
- Ability to manage multiple tasks and deadlines
- Basic computer literacy (MS Office, data capturing systems)
- Willingness to learn and support a dynamic team environment

HOW TO APPLY

Send your CV and Cover Letter to: recruitment@rhizaholdings.co.za

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 14 May 2026