

JOB ADVERT

Partnership & Business Development Intern

REPORTING TO:

RV Managing Director & Business Unit Lead

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 Partnership & Business Development Intern will support Rhiza Ventures' strategic growth agenda by identifying, developing, and nurturing partnerships across its six operating ventures. The intern will work closely with senior leadership to research new business opportunities, assist in proposal development, coordinate, stakeholder engagements, and contribute to Rhiza Ventures' broader commercial strategy.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:**Partnership Development**

- Assist in identifying and qualifying potential strategic partners across the food, financial services, healthcare, learnerships, entrepreneur development, and CMT sectors.
- Support the preparation of partnership proposals, pitch decks, and business cases for senior review.
- Coordinate introductory meetings, follow-ups, and partnership pipeline tracking.
- Maintain an updated database of active, prospective, and lapsed partnerships.

Administrative & Project Support

- Track and report on partnership and business development KPIs and milestones.
- Maintain accurate records, correspondence files, and meeting minutes.
- Support cross-venture projects as directed, ensuring timely delivery of assigned tasks.

RESPONSIBILITIES & DUTIES (cont.)

List of tasks and responsibilities:

Business Development & Research

- Conduct market research to identify growth opportunities within each of Rhiza Ventures' six operating ventures.
- Analyse competitor landscapes, industry trends, and partnership benchmarks to inform strategy.
- Prepare research summaries, reports, and executive briefs for the leadership team.
- Support the development of Rhiza Ventures' business development strategy and annual growth plans.

Stakeholder Engagement & Relationship Management

- Assist in managing relationships with existing partners, suppliers, funders, and community stakeholders.
- Support the coordination of stakeholder events, networking sessions, and community engagement initiatives.
- Communicate professionally with internal and external stakeholders on behalf of Rhiza Ventures.

KNOWLEDGE & COMPETENCIES

Education

- Currently enrolled in (Part-time) or recently completed a Bachelor's Degree or Diploma in Business Administration, Commerce, Marketing, Management, Development Studies, or a related field would be advantageous
- Applicants enrolled in Work-Integrated Learning (WIL) programmes are encouraged to apply

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.
- Experience using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is essential.

Key Skills and Competencies

- Stakeholder engagement
- Report writing & presentation skills
- Project coordination
- Data organisation & record keeping
- Self-motivated and proactive
- Collaborative team player
- Eager to learn and take initiative

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: 15 May 2026