

INTERNSHIP PROGRAMME SOCIAL PERFORMANCE INTERN

Development opportunity for a local resident to receive training and support in the field of Social Performance

18 Month Contract

APPLICATIONS ARE OPEN

Closing Date: Friday 21 April 2025

OUR IDEAL CANDIDATE:

- **Wants to be part of the impact changes in their community**
- **Can commit to the 18-month training and development programme**
- **Can be available to work full-time, starting in July 2025**

APPLICATION CRITERIA: apply if you -

- **ARE 18 – 35 YEARS & A SOUTH AFRICAN CITIZEN:** residing in the communities of **Gamagara Local Municipality**
- **CAN SPEAK, READ & WRITE:** Setswana, Afrikaans and English
- **MEET THE CRITERIA:** Qualifications and Requirements as detailed in the Roles & Responsibilities description
- **DRIVER'S LICENSE:** Candidates must have a valid driver's license or commit to have valid driver's license by December 2025

Roles and Responsibilities

1.1 Stakeholder Management

- 1.1.1 Record all stakeholder engagements by preparation of attendance registers, minute taking, follow-up on action log and circulation of minutes.
- 1.1.2 Update stakeholder database and ensure that all information is uploaded, correct and complete.
- 1.1.3 Assist in recording, management and closing out of grievances and complaints.

1.1.4 Assist in ensuring all stakeholder enquiries are responded and attended swiftly and timeously.

1.1.5 Promote and cultivate sound and healthy relationships with stakeholders.

1.1.6 Be company ambassador in the community by living values of the company.

1.1.7 Represent the company in various engagements and fora.

1.1.8 Serve as an alternative contact person at the project level.

1.1.9 Assist on managing project social media platforms.

1.1.10 Assist in development of internal and external communication at the project level.

1.2 Project Management

1.2.1 Assist in identification of community needs for Economic Development Obligations.

1.2.2 Assist in implementation of Socio-Economic Development and Enterprise Development Programmes.

1.2.3 Assist in procurement of services and goods for Socio-Economic Development and Enterprise Development Programmes.

1.2.4 Ensure data capturing and management of all projects related activities and documentation.

1.2.5 Participate in programme monitoring and management.

1.2.6 Participate in initiatives to improve the overall performance of the operations and function by optimizing the utilization of existing transformation and compliance processes, best practices and systems.

1.3 Reporting and Compliance

1.3.1 Assist in producing performance and other relevant reports on an operational and management level for the Department / Site.

1.3.2 Assist in preparing quarterly and ad hoc reports for Socio-Economic Development and Enterprise Development Programmes.

1.3.3 Prepare monthly and quarterly reports on personal development plan and work deliverables.

1.3.4 Ensure confidentiality is always exercised.

1.3.5 Ensure alignment and compliance with internal controls including company values, standards, policies, agreements, systems and procedures.

- 1.3.6 Prepare and analyze the performance reports, partnership agreement, as well as key performance indicators, and provide input on initiatives that can be implemented to maintain or improve the performance of the Department.
- 1.3.7 Participate in business wide projects where appropriate.
- 1.3.8 Be an advocate for internal controls, identifying and reporting on control, governance and compliance matters.
- 1.3.9 Assist the operational and functional teams in performing root cause analysis for areas where controls failed and review control procedures to prevent reoccurrence.
- 1.3.10 Prepare and submit weekly plan on preceding Friday.
- 1.4 Health and Safety
 - 1.4.1 Maintain Health and Safety standards as per the Operator's Health and Safety policies.
 - 1.4.2 Ensure that all visitors and Contractors under Department comply with Operator's Health and Safety policies.
 - 1.4.3 Report any unsafe equipment, acts, or dangerous occurrences.
 - 1.4.4 Record all safety incidents.
- 1.5 Other
 - 1.5.1 Complete all trainings and organized workshops and seminars during internship.
 - 1.5.2 Flexibility for this role is necessary, with the ability to accommodate flexible working hours, should specific problems or business requirements dictate.
 - 1.5.3 Execute all ad hoc or additional tasks assigned by Supervisor / Line Manager.

Qualifications and Requirements:

- Certified Proof of South African identification (ID copy)
- Certified Grade 12 certificate or equivalent qualification
- Certified minimum of NQF level 6 qualification in Social Sciences or equivalent
- Certified and valid driver's license or commit to have valid driver's license by December 2025
- Computer literate (basic computer literacy)
- Speak, read, and write Setswana and English
- A South African citizen residing in Gamagara Local Municipality



- (Certified proof of residence must be provided)
- Must be able to organize their own reliable transport

HOW TO APPLY: Apply by 21 April 2025

Send your full CV with a motivational letter together with the required documents to:

Email: hr@angelsinc.co.za

Enquiries: HR Department - Dana Dreyer | 0861 111 950