



ADVERTISEMENT

Comms & Stakeholder Relations Intern

Contract type: Short Term Contract

Period of Contract: 1 year

Job Level: Unskilled

Work Location: Makhanda/Grahamstown, Eastern Cape

The National Research Foundation (NRF) supports and promotes research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural sciences, engineering, social sciences and humanities.

The South African Institute for Aquatic Biodiversity (NRF-SAIAB) is a National Research Facility of the NRF. NRF-SAIAB undertakes the study of African aquatic biodiversity and provides research infrastructure to the broader research community in Southern Africa. This includes specialised laboratories, vessels, natural history collections, remote observation platforms, seafloor mapping capabilities, and fish tracking arrays. Although NRF-SAIAB's headquarters are in Makhanda, the institute also has offices in Gauteng, Gqeberha and Durban.

To assist in implementing a wide range of communication, science engagement, stakeholder relations, and research administrative support activities that promote the work, impact, and visibility of the NRF-SAIAB. The intern will support the day-to-day functions of the Communications Office, including content creation, media and stakeholder engagement, event coordination, and digital communication. In addition, the intern will contribute to research administrative tasks such as project coordination, reporting, and documentation management across institutional and collaborative research initiatives. This internship provides an opportunity to gain practical, hands-on experience in science communication, stakeholder engagement, and research support, while developing cross-functional skills and a broader understanding of how communication and administration contribute to the success of a national research facility.

Key Responsibilities:

Coordinate Corporate Communication Projects and Activities.

Support Execution of Science Communication, Engagement and Events

Stakeholder Relations

Research Administrative Support

Key Requirements:

Qualification:

- * Hons: Communication Science
- * One year's practical work experience in communication science and institutional communication in aquatic biodiversity.

Experience:

Communication science and institutional communication in aquatic biodiversity.

Knowledge:

- * Skills in communications, stakeholder relations, science communication, and event coordination.
- * Experience in Writing and Editing: Strong written and verbal communication skills, including the ability to craft clear and compelling messages for various communication channels and target audiences. This includes articles, and social media content.
- * Familiarity with digital media tools (Canva, video editors, social platforms).
- * Basic understanding of developing and implementing communication plans.
- * Ability to engage and build positive relationships with stakeholders.
- * Collaboration and Leadership: Ability to work cross-functionally with internal teams, such as Research Teams, Managing Director, Support Services and other departments, to align communication efforts with overall organisational objectives.
- * An understanding of the role of science communication and administration within a research institute.
- * Knowledge of research administration processes, including assistance with report writing, preparation of key presentations, minute taking, and document management.

Additional Notes:

Strong writing, communication, and organisational skills.

Knowledge of digital and social media tools.

Proficiency in MS Office (Word, Excel, PowerPoint).

Ability to multitask and work independently within a team.

Interest in biodiversity, aquatic research, and science communication.

Information:

The website www.nrf.ac.za provides more details on the NRF initiatives and activities.

Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

Closing Date: 31 October 2025

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only