



ADVERTISEMENT

Finance and Operations Intern

Contract type: Short Term Contract

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 support the Finance and Operations department with financial data capturing, administrative tasks, support with reporting, and general operations. The intern will also gain relevant cross-functional experience to broaden their skills, enhance institutional understanding, and support capacity building.

Key Responsibilities:

- * Finance Responsibilities
- * General Operations Responsibilities

Key Requirements:

Qualification:

National Diploma in Finance, Accounting, Internal Auditing, or a related field.

Experience:

- * Practical experience of office administration
- * Proficiency in Microsoft Office
- * Experience formatting and editing documents
- * Strong written communication
- * Basic understanding of PFMA principles

Knowledge:

- * Strong practical knowledge of office management
- * Strong practical knowledge of the Microsoft Office
- * Experience in formatting and editing documents
- * Strong writing skills
- * Understanding and Knowledge of PFMA and application

Additional Notes:

- * Strong ability to multi-task and self-motivate.
- * Good writing and communication skills, experience in dealing with scientists would be desirable.
- * Ability to keep financial records and perform administrative duties according to NRF policies and procedures.
- * Good administrative and organisational skills
- * Numeracy skills
- * Exceptional interpersonal skills
- * Ability to multi-task and work under pressure.
- * Ability to work without supervision
- * Ability to maintain confidentiality of sensitive information.
- * Time management skills.
- * High degree of professionalism

- * A neat and presentable appearance.
- * Ability to communicate clearly and concisely.
- * Willingness to learn
- * Enthusiasm and commitment

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: 03 November 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