AURUM

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Aurum Leaderships (2026 / 2027) Apply Now

Hiring organization
Aurum

Employment Type
Intern

Duration of employment
3 Months

Industry
Financial services

Job Location
Klerksdorp, North West, South Africa, 2571, Klerksdorp, North West, South Africa

Working Hours
09

Date posted
October 29, 2026

Valid through
14.02.2028

Description

Aurum Leadership is a dynamic and innovative leadership development firm committed to empowering individuals and organizations to reach their full potential. We are seeking a passionate and motivated Leadership Development Intern to join our team and assist in delivering transformative leadership programs and initiatives.

Responsibilities

- Support Leadership Development Programs: Assist in the planning, coordination, and execution of leadership development programs, workshops, and events. Contribute to the development of program materials, including presentations, participant guides, and evaluation tools.
- Conduct Research and Analysis: Conduct research on leadership best practices, industry trends, and relevant case studies to enhance program content and curriculum. Analyze data and feedback from program participants to identify areas for improvement.
- Program Administration: Provide administrative support, including scheduling meetings, managing program logistics, and maintaining program documentation. Ensure timely and accurate communication with program participants, stakeholders, and facilitators.
- Participant Engagement: Engage with program participants to create a supportive and inclusive learning environment. Assist in facilitating group discussions, team-building activities, and experiential learning exercises to foster leadership growth and development.
- Learning Evaluation: Assist in evaluating the effectiveness of leadership development programs through data collection, analysis, and reporting. Contribute to the creation of post-program evaluations and feedback mechanisms to measure program impact and gather insights for continuous improvement.
- Collaborative Teamwork: Collaborate with the Aurum Leadership team, including program managers, facilitators, and other interns, to ensure seamless program delivery and a positive participant experience. Support team members in their roles and contribute to a collaborative and supportive work environment.

Qualifications

- Current enrollment in a relevant undergraduate or graduate program, preferably in fields such as business administration, organizational psychology, human resources, or a related discipline.
- Strong passion for leadership development and a desire to make a positive impact on individuals and organizations.
- Excellent organizational skills with the ability to multitask and prioritize effectively in a fast-paced environment.
- Strong written and verbal communication skills, including the ability to present information clearly and professionally.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and ability to quickly learn new software and online tools.

- Demonstrated interpersonal skills and ability to work collaboratively as part of a team.
- High attention to detail and commitment to delivering high-quality work.
- Flexibility and adaptability to changing priorities and willingness to take on new challenges.

Job Benefits

- Learning and Development: Gain valuable hands-on experience in the field of leadership development, working alongside industry experts. You will have the opportunity to enhance your skills, expand your knowledge, and develop a deep understanding of leadership principles and practices.
- Mentorship and Guidance: Receive guidance and mentorship from experienced professionals who are passionate about leadership development. Our team will provide support and help you navigate your internship, offering valuable insights and advice to aid in your personal and professional growth.
- Networking Opportunities: Connect with professionals, facilitators, and program participants in the leadership development field. Engage in networking events, workshops, and seminars, which will allow you to build relationships and expand your professional network.
- Impactful Work: Contribute to meaningful projects and initiatives that make a difference. As an intern, you will have the opportunity to assist in delivering transformative leadership programs and witness the positive impact on individuals and organizations.
- Professional References: Upon successful completion of the internship, you will have the opportunity to request a professional reference from Aurum Leadership. This reference can be a valuable asset as you pursue future career opportunities.
- Skill Enhancement: Develop and refine key skills, including communication, teamwork, facilitation, program management, research, and data analysis. These skills will be transferable and beneficial in various professional settings.

Contacts

- Prepare your Application Materials: Update your resume/CV to highlight your relevant skills, experiences, and education. Also, draft a cover letter that outlines your interest in the internship or job position and how your qualifications align with the company's goals.
- Research Available Opportunities: Visit the Aurum Leadership website or other job listing platforms to explore available internship or job opportunities. Take note of the specific requirements, responsibilities, and qualifications for each role to ensure a good fit.
- Submit Your Application: Follow the application instructions provided in the job posting. This may involve submitting your resume, cover letter, and any additional requested documents (such as academic transcripts or writing samples) through an online application form or via email. Make sure to include all the required information and proofread your documents for any errors or typos.
- Tailor Your Application: Customize your resume and cover letter to highlight relevant skills and experiences that make you a strong candidate for the specific internship or job position at Aurum Leadership. Showcase your passion for leadership development and explain how your background aligns with the company's mission and values.
- Follow-Up: After submitting your application, it can be helpful to follow up with Aurum Leadership to express your continued interest in the position.

This can be done through a polite email or phone call, inquiring about the status of your application and reiterating your enthusiasm for the opportunity.

- Interview Process: If your application is shortlisted, you may be invited for one or more rounds of interviews. These can be conducted in person, over the phone, or via video conferencing platforms. Prepare for the interview by researching Aurum Leadership, practicing common interview questions, and highlighting your relevant skills and experiences.
- Provide References: Aurum Leadership may request professional references to gain further insights into your qualifications and work ethic. Be prepared to provide contact information for individuals who can speak positively about your abilities and character.
- Acceptance and Onboarding: If you are offered an internship or job position, carefully review the terms and conditions of the offer. Coordinate with the Aurum Leadership team regarding start dates, paperwork, and any additional requirements for onboarding.