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Eastern Cape Liquor Board: Internships 2025/26 Apply Now

Description

We are offering exciting internship opportunities for dynamic and ambitious individuals who are passionate about making a difference in the liquor industry. As an intern at ECLB, you will have the opportunity to gain hands-on experience, develop valuable skills, and contribute to meaningful projects that have a positive impact on our stakeholders and communities.

Responsibilities

- Assist in conducting inspections of liquor outlets to ensure compliance with regulations and licensing requirements.
- Support the processing of liquor license applications and renewals, including conducting background checks and verification of documents.
- Assist in conducting research and analysis on emerging trends, best practices, and regulatory developments in the liquor industry.
- Provide administrative support to various departments within the organization, including drafting reports, responding to inquiries, and maintaining records.
- Participate in educational and awareness initiatives aimed at promoting responsible alcohol consumption and reducing alcohol-related harm.
- Collaborate with colleagues on special projects and initiatives aimed at enhancing the effectiveness and efficiency of ECLB's operations.

Qualifications

- Currently enrolled in a degree program in law, public administration, business management, social sciences, or a related field.
- Strong communication skills, both written and verbal.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Attention to detail and a high level of accuracy in work.
- Ability to work independently as well as collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- A passion for promoting responsible alcohol consumption and contributing to community development.

Job Benefits

- Gain valuable hands-on experience in a regulatory environment.
- Opportunity to work with a dedicated team of professionals committed to excellence.
- Exposure to various aspects of the liquor industry and regulatory processes.
- Networking opportunities with industry stakeholders, government officials, and community organizations.
- Potential for future career advancement within the organization or in the broader public sector.

Hiring organization

Eastern Cape Liquor Board

Employment Type

Intern

Duration of employment

3 Months

Industry

Govt

Job Location

Beacon Bay North, Eastern Cape, South Africa, 5241, Beacon Bay North, Eastern Cape, South Africa

Working Hours

09

Date posted

January 3, 2025

Valid through

14.02.2028

Contacts

Interested candidates should submit a resume/CV and a cover letter outlining their motivation for applying and relevant qualifications/experience. Please include "Internship Application – [Your Name]" in the subject line of the email.

Eastern Cape Liquor Board is an equal opportunity employer and encourages applications from individuals of all backgrounds. We thank all applicants for their interest, but only those selected for an interview will be contacted.