



<https://www.jobzfrica.com/job/national-consumer-commission-internships/>

National Consumer Commission Internships 2023 / 2025/26 New Application

Description

The National Consumer Commission is seeking motivated and enthusiastic interns to join our team in Pretoria, South Africa. As an intern with the NCC, you will have the opportunity to gain valuable work experience, develop your skills, and contribute to the important work of consumer protection in South Africa.

Responsibilities

- **Research and Analysis:** Conduct research on consumer-related issues, market trends, and regulatory developments. Analyze data and information to support policy and decision-making processes.
- **Complaint Resolution:** Assist in the handling and resolution of consumer complaints and inquiries. Work closely with consumers and businesses to address their concerns and provide guidance on consumer rights.
- **Educational Outreach:** Participate in outreach activities to educate consumers and businesses about their rights and responsibilities. Contribute to the development of educational materials and resources.
- **Policy Support:** Support the development and review of consumer protection policies and regulations. Assist in drafting reports and recommendations for policy improvements.
- **Administrative Tasks:** Provide administrative support to various NCC departments, including filing, data entry, and document management.
- **Collaboration:** Collaborate with colleagues across different departments to achieve common goals and objectives related to consumer protection.

Qualifications

- Currently enrolled in a relevant undergraduate or postgraduate degree program.
- Strong written and verbal communication skills.
- Excellent research and analytical skills.
- Computer literacy and proficiency in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Passion for consumer protection and advocacy.
- Attention to detail and organizational skills.

Job Benefits

- Gain practical experience in the field of consumer protection and regulatory affairs.
- Exposure to various aspects of the NCC's work, including policy development, complaint resolution, and educational outreach.
- Opportunity to work with a diverse and dedicated team.
- Networking opportunities within the consumer protection sector.
- Stipend or compensation, as per applicable regulations.

Contacts

Hiring organization

National Consumer Commission

Employment Type

Intern

Duration of employment

3 Months

Industry

Public Policy Offices

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

November 18, 2024

Valid through

14.02.2028

To apply for the National Consumer Commission Internships, please follow these steps:

1. **Prepare Your Application Documents:** Gather the necessary documents for your application, which typically include:
 - A resume or curriculum vitae (CV) that highlights your education, skills, and relevant experience.
 - A well-written cover letter explaining your interest in the internship, your qualifications, and what you hope to gain from the experience.
 - Copies of your academic transcripts or certificates to demonstrate your educational background.
 - Contact information for at least two academic or professional references who can vouch for your qualifications.
2. **Review the Job Description:** Carefully review the provided job description to ensure you meet the qualifications and responsibilities outlined for the internship.
3. **Compose Your Application Email:** Create an email to submit your application. The subject line of your email should include "Application for NCC Internship – [Your Full Name]." In the body of the email, briefly introduce yourself and express your interest in the internship position.
4. **Attach Your Application Documents:** Attach all required documents (resume/CV, cover letter, academic transcripts, and references) to your email. Make sure the files are properly labeled and in a compatible format (e.g., PDF or Word).
5. **Application Submission:** Send your application email to the provided application email address mentioned in the job description. If there is a specified application deadline, ensure that your email is sent before the deadline expires.
6. **Confirmation of Receipt:** After sending your application, you should receive an automated confirmation of receipt if the organization has set up an autoresponder. Keep this confirmation email for your records.
7. **Follow Up (If Necessary):** If you do not receive a confirmation of receipt within a reasonable time frame, consider sending a polite follow-up email to ensure your application was received and is under consideration.
8. **Interview and Selection Process:** If your application is shortlisted, you may be contacted for an interview. Prepare for the interview by researching the National Consumer Commission, reviewing the job description, and being ready to discuss your qualifications and interest in the internship.
9. **Wait for a Response:** After the interview, wait for a response from the National Consumer Commission regarding the status of your application. This may take some time, so be patient.
10. **Acceptance and Onboarding:** If you are selected for the internship, follow the instructions provided by the National Consumer Commission for onboarding, including any necessary paperwork, training, and start dates.