

The Tourism & Business Institute of South Africa (TTBISA): Internships 2025/26 Latest Hiring

Description

At The Tourism & Business Institute of South Africa (TTBISA), we're dedicated to shaping the future of the tourism and business sectors through quality education and practical experiences. Our institution is renowned for providing cutting-edge programs and fostering a supportive learning environment for students aspiring to excel in these dynamic industries. As part of our commitment to nurturing talent, we're thrilled to announce internship opportunities for the year 2024.

Are you a motivated individual looking to gain valuable hands-on experience in tourism and business? TTBISA is seeking enthusiastic interns to join our team. This is an exceptional chance for students and recent graduates to develop their skills, build professional networks, and make a meaningful impact in the field.

Responsibilities

- Assist with various administrative tasks, including data entry and document management.
- Support faculty members and staff in delivering courses and organizing educational events.
- Contribute to marketing initiatives to raise awareness of TTBISA and its programs.
- Participate in research projects and assist with data analysis.
- Engage with students and provide assistance during workshops and seminars.
- Collaborate with team members on special projects and initiatives.

Qualifications

- Currently enrolled in or a recent graduate of a relevant degree program.
- Strong organizational skills and the ability to manage multiple tasks effectively.
- Excellent communication skills, both written and verbal.
- Proficiency in MS Office Suite and other relevant software.
- Ability to work independently and as part of a team.
- Passion for the tourism and business industries.

Job Benefits

- Gain practical experience in a dynamic field.
- Work alongside experienced professionals and industry experts.
- Expand your professional network.
- Access training and development opportunities.
- Flexible working hours to accommodate your schedule.
- Potential for future employment opportunities.

Contacts

Hiring organization

The Tourism & Business Institute of South Africa

Employment Type

Intern

Duration of employment

3 Months

Industry

Travel & Tourism

Job Location

Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours

09

Date posted

August 19, 2025

Valid through

14.02.2028

- **Prepare Your Documents:** Update your resume/CV to highlight your relevant skills, experiences, and education. Craft a compelling cover letter that expresses your interest in the internship position and outlines why you believe you are a suitable candidate.
- **Send Your Application:** Email your resume/CV and cover letter. Make sure to include the subject line "Internship Application – [Your Name]" for easy identification.
- **Specify Your Preferences:** In your email, indicate your preferred internship period (e.g., summer, fall, or full-year) and any other relevant details you'd like us to know.
- **Review and Confirm:** Double-check your application for any errors or missing information before sending it. Once you're satisfied, hit the send button.
- **Confirmation:** You will receive an acknowledgment email confirming the receipt of your application. If you are shortlisted for further consideration, you will be contacted via email or phone.
- **Stay Updated:** Keep an eye on your email inbox for any updates regarding your application status. We will notify you of any developments throughout the selection process.
- **Follow-Up:** If you haven't heard back from us within a reasonable time frame, feel free to follow up by sending a polite email inquiry regarding the status of your application.