



**CENTRE FOR
DEVELOPMENT
AND ENTERPRISE**

JOB PROFILE

POSITION	:	Research Intern
REPORTS TO	:	Head of Research
PACKAGE	:	Market-related based on experience

CDE is an independent leading policy think tank playing an important part in how SA deals with poverty, unemployment and inequality. Our track record (see www.cde.org.za) in favour of reform and more inclusive growth is unparalleled in the country, our international links in the USA, India, Brazil, and elsewhere provide new perspectives on SA issues and our ability to talk to diverse groups ranging from government, parliament to business leaders and metro/urban leaders place us in a unique position to offer policy insights and advice.

CDE is looking to hire an excellent candidate keen to work with CDE's small team of senior experts. Join us and contribute to our exciting programme of policy work at city and national levels as South Africa starts to reform and build a better future for everyone.

REQUIRED EDUCATION, EXPERIENCE AND KNOWLEDGE:

Applicants should have a relevant BA or BCom honours or masters degree. The incumbent will work closely with senior researchers, undertaking basic research, editing documents, helping to produce reports and presentations, and contributing to the general success of the organisation. The position requires excellent literacy, numeracy and computer literacy skills, a keen interest in South African politics and policy issues, and a willingness to learn and grow. This is a stipend internship.

KEY PERFORMANCE AREAS:

- Research and information analysis;
- Writing: reports, reviews and briefs;
- Project support and administration;
- Participation in workshops and event organisation;
- Project support to elements of wider projects (administrative support, coordination, planning and liaison) and to be accountable for their outputs under the guidance of a project manager.

Facts Matter

BOARD: L Dippenaar (chairman), A Bernstein (executive director), A Ball, C Coovadia, B Figaji, R Khoza, M Le Roux, S Maseko, I Mkhabela, S Nkosi, W Nkuhlu, S Ridley, A Sangqu, M Teke, S Zibi

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The Centre for Development and Enterprise reserves the right not to make an appointment.

Should you be interested in applying for this position please send the following to recruitment@cde.org.za

- a brief CV
- one-page covering letter setting out your interest in and suitability for the job
- the names and contact details of two referees

Correspondence will be entered into with shortlisted candidates only. Original proof of academic qualifications will be required from shortlisted candidates only.

Closing date 15 February 2019