SANSA

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SANSA South Africa Volunteer and Trainees Initiative 2025 | Latest Jobs

Hiring organization
SANSA

Employment Type
Intern

Duration of employment
12-months

Industry
IT Services and IT Consulting

Job Location
Pretoria, South Africa, Pretoria, South Africa

Working Hours
09

Date posted
February 26, 2025

Valid through
February 26, 2026

Job Description

The South African National Space Agency (SANSA) is offering an exciting opportunity through its Volunteer and Trainees Programme 2025. This programme is designed for graduates and students seeking practical work experience through mentoring and coaching in various fields.

Successful applicants will receive hands-on training in their respective disciplines, working closely with industry professionals while gaining exposure to SANSA's cutting-edge projects.

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Stipend:

Volunteers will receive a Travel Allowance stipend of R2,000 per month to cover transportation costs to and from SANSA Pretoria Offices during the volunteer period.

Available Volunteer / Trainee Opportunities

Finance Volunteer / Trainee (Pretoria)

Requirements:

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- Diploma/Degree in Finance, Financial Accounting, or a related field.

Duties:

- Verify goods received (quantity and price).
- Capture goods received in SAGE X3 and match invoices to purchase orders.
- Capture bank transactions and prepare weekly bank reconciliations.
- File monthly creditor payments, bank payments, and S&T claims.
- Conduct physical asset verification and condition assessments.
- Monitor, tag, and maintain new asset additions.
- Pull trial balances and provide supporting documents when required.

Science Engagement Volunteer / Trainee (Hermanus)

Requirements:

- Completed qualification or final-year studies in BSc GIS and Remote Sensing or a related field.

Duties:

- Participate in the National Space Awareness Programme to engage 37,500 youth.
- Record GPS coordinates of engaged schools in a living database monthly.
- Map geographic distribution of engagements using GIS software.
- Perform administrative duties for management reporting statistics.
- Assist in Youth Science Engagement events.

Human Resources Volunteer / Trainee (Pretoria)

Requirements:

- Diploma/Degree in Human Resource Management or a related field.

Duties:

- Assist with day-to-day HR operations and provide administrative support.
- Compile and update employee records (both hard and digital copies).
- Process documentation and prepare personnel activity reports (e.g., recruitment, training, grievances).
- Coordinate candidate communication and schedule interviews.
- Assist in orientation and induction of new employees.

Supply Chain Management Volunteer / Trainee (Krugersdorp / Hermanus)

Requirements:

- Diploma/Degree in Logistics, Supply Chain Management, Procurement, or a related field.

Duties:

- File documents related to threshold procurement.
- Procure goods and services under R30,000 from Treasury's Central Supplier Database.
- Facilitate purchase requests aligned with procurement plans.
- Assist in drafting specifications and conducting market research.
- Prepare and send meeting invites, draft agendas, compile meeting packs, and take minutes.

Legal and Compliance Services Volunteer / Trainee (Pretoria)

Requirements:

- Recent graduate or currently enrolled in a Law Degree program (NQF Level 7).

Duties:

- Conduct legal research and provide summaries and analyses.

- Draft and review legal documents, contracts, and agreements.
- Support the preparation of legal reports and manage legal files.
- Prepare policy, compliance, and regulatory reports.
- Perform administrative tasks and attend to ad hoc legal requests.

Enterprise Risk Management Volunteer / Trainee (Pretoria)

Requirements:

- Diploma/Degree in Risk Management, Accounting, Audit, Informatics, or Environmental Sciences.

Duties:

- Consolidate inputs into Risk Profile reports and Risk Registers.
- Validate and manage Enterprise Risk Management (ERM) unit documentation.
- Engage with Risk Champions on control assessments.
- Track strategic action plans, including project and operational plans.
- Assist in developing and reviewing Business Impact Analysis and Continuity Plans.

Selection Criteria

- **Age Limit:** Applicants must be **35 years or younger** at the time of application.
- **Citizenship:** Must be a **South African citizen**.
- **Qualifications:** Must have the **relevant qualification** as listed in the specific opportunity.
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Why Join SANSA?

- Gain valuable hands-on experience in your field.
- Receive mentoring and coaching from industry professionals.
- Develop professional skills for career growth.
- Contribute to exciting space and science projects.
- Potential networking opportunities for future employment.

How To Apply?

Application Steps:

- Prepare the required documents:
  - Updated CV (Curriculum Vitae)
  - Certified copy of ID
  - Certified copies of academic transcripts and qualifications
- Visit SANSA's official website *(or designated job application platform)*.
- Search for "SANSA: Volunteer and Trainees Programme 2025" and complete the application form.
- Attach the required documents and submit your application.
- Await feedback—shortlisted candidates will be contacted for assessments or interviews.

Launch your career with SANSA! Apply now and gain valuable industry experience!