

The Tourism & Business Institute of South Africa (TTBISA): Internships 2024 New Hiring

Description

At the Tourism & Business Institute of South Africa (TTBISA), we're passionate about nurturing talent and fostering excellence in tourism, hospitality, and business management. Situated in the bustling heart of South Africa, our institute offers comprehensive programs tailored to equip students with the skills and knowledge necessary to thrive in dynamic industries.

Exciting internship opportunities are available at TTBISA for individuals eager to gain hands-on experience in the tourism and business sectors. As an intern, you'll have the chance to work closely with industry professionals, contributing to real-world projects that shape our institute and the wider community.

Responsibilities

- **Event Coordination Support:** Assist in planning and executing various events such as workshops, seminars, and networking sessions.
- **Market Research Assistance:** Aid in conducting market research to uncover trends, opportunities, and challenges in the tourism and business sectors.
- **Administrative Tasks:** Provide support with administrative duties including data entry, filing, and documentation.
- **Content Creation Collaboration:** Assist in crafting marketing materials, blog posts, and social media content to promote TTBISA programs and initiatives.
- **Project Management Participation:** Collaborate on special projects related to curriculum development, industry partnerships, and student engagement initiatives.
- **Workshop and Training Involvement:** Participate in workshops and training sessions organized by TTBISA to enhance your skills and knowledge.
- **Customer Service Excellence:** Interact professionally and courteously with students, faculty, and external stakeholders, offering assistance and information as required.

Qualifications

- Currently enrolled in or a recent graduate of a relevant degree program (e.g., Tourism Management, Business Administration, Marketing, Hospitality Management).
- Strong organizational and time management skills, with the ability to multitask and prioritize effectively.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Enthusiasm for the tourism and business industries, with a willingness to learn and grow.
- Ability to work independently and collaboratively as part of a team.

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

November 3, 2024

Valid through

21.03.2028

Job Benefits

- **Hands-On Experience:** Gain practical, real-world experience in the dynamic fields of tourism and business management, working alongside industry professionals on meaningful projects.
- **Professional Development:** Enhance your skills and knowledge through workshops, training sessions, and mentorship opportunities provided by TTBISA.
- **Networking:** Build relationships with fellow interns, faculty members, and industry professionals, expanding your professional network and potential career opportunities.
- **Academic Credit:** If applicable, interns may receive academic credit for their internship experience, providing valuable recognition for their contributions.
- **Personal Growth:** Develop essential skills such as communication, teamwork, and problem-solving, contributing to your personal and professional growth.
- **Exposure to Diverse Perspectives:** Engage with a diverse community of students and professionals, gaining exposure to different perspectives and ideas.

Contacts

- **Prepare Your Application Materials:** Before applying, ensure you have your resume and cover letter ready. Your resume should highlight your education, relevant experience, skills, and achievements. Your cover letter should explain why you are interested in the internship position at TTBISA and how your qualifications align with the responsibilities outlined.
- **Review the Job Description:** Take the time to carefully review the internship position description provided by TTBISA. Ensure that you understand the responsibilities, qualifications, and expectations for the role.
- **Submit Your Application:** Once you have prepared your application materials, you can submit them through the specified application channel. This may include emailing your documents to the provided email address or completing an online application form.
- **Include Relevant Information:** In your application, be sure to include all relevant information requested by TTBISA. This may include your availability, preferred start date, and any additional documents or information requested in the job description.
- **Follow Up:** After submitting your application, you may consider following up with TTBISA to confirm receipt and express your continued interest in the internship position. This demonstrates your enthusiasm and professionalism.
- **Stay Engaged:** While waiting to hear back about your application, stay engaged with TTBISA by attending any informational sessions or events they may offer, or by following their social media channels for updates.
- **Prepare for Interviews:** If selected for an interview, prepare by researching TTBISA and practicing your responses to common interview questions. Be ready to discuss your qualifications, experiences, and why you are interested in the internship opportunity.
- **Stay Positive:** Remember to stay positive throughout the application process. Even if you are not selected for this particular internship, the experience of applying and interviewing can still be valuable for your professional development.