

## **ADVERTISEMENT**

### **INTERNSHIP: INFORMATION TECHNOLOGY X2 (24 MONTHS)**

**Salary Range R 6 758 – R 8 878 per month (differentiated according to level of qualification)**

#### **Overview of the Organisation**

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from [www.nmisa.org](http://www.nmisa.org)

#### **The Position**

The purpose of the internship is to provide an IT graduate with practical training and workplace exposure in Business Intelligence systems and general IT support.

The intern will assist with the design, development and implementation of Business Intelligence systems under supervision, as well as Microsoft-related support, software development tasks and the maintenance of computer-based systems, including user support, networks, servers and printers, where required.

#### **Requirements:**

- Degree or Advanced Diploma qualification at NQF Level 7 in Information Technology, Computer Science, Information Management or a related discipline.
- A postgraduate qualification will be an added advantage.
- Relevant industry certifications such as CompTIA A+, Security+, Network+, Microsoft Azure, or related certifications will be advantageous.
- Basic knowledge and understanding of data management, data analysis, key performance indicators (KPIs), and dashboarding.
- Basic understanding of computer networks.
- Sound knowledge of operating systems, including Windows 10 or higher and Windows Server 2016 or higher.
- Basic knowledge and experience in the use of Microsoft Excel, Microsoft Word, and Microsoft PowerPoint. Experience with Excel Power Pivot will be advantageous.
- Basic coding knowledge in object-oriented programming languages.
- No prior internship or work experience is required.

#### **Responsibilities:**

##### **System Administration and Development**

- Assist with the design and development of Power BI dashboards and data analysis solutions.

- Assist with maintaining and supporting NMISA's IT environment, including network access, Microsoft Active Directory, Outlook, server backups, software licensing and updates, Microsoft Dynamics 365, SharePoint, and workflow-related issues.
- Assist in resolving hardware-related problems involving servers, PCs, networks, and printers to ensure users can perform their duties efficiently.
- Assist with ensuring that all endpoints are updated with the latest Microsoft patches and antivirus signatures.

**Person Specification:**

The ideal candidate will be detail-oriented, dependable and willing to support the team in performing tasks associated with the position. The role requires honesty, professionalism, emotional maturity, teamwork, and the ability to remain calm under pressure while maintaining a cooperative and positive attitude.

**Please note:**

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to previously disadvantaged candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA is focused on recruiting the following candidates in order of preference: Coloured, African, Indian.

**Interested and suitably qualified persons may forward all supporting documentation required (updated CV in PDF only , certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resources at [careers@nmisa.org](mailto:careers@nmisa.org) Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.**

People with disabilities are encouraged to apply.

Closing date for applications: **04 June 2026**

Correspondence will be limited to short-listed candidates only.

By applying for this position at the NMISA, the applicant understands, consents and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history.