**Centre for Municipal Research and Advice (CMRA)**

The Centre for Municipal Research and Advice (CMRA) is a research and consultancy organization in the field of local government. The goal of CMRA is to support and strengthen municipalities and Local Government Associations in Southern Africa. As an institutional capacity builder, CMRA assists municipalities by offering innovative solutions to critical challenges through research, facilitative support, hands-on mentoring and advice.

**CMRA INTERN**

The CMRA is looking for an intern to work for 4 days a week in Pretoria. The intern will work on a variety of projects in different fields including local economic development, green economy and integrated human settlements. The intern will also work on acquisitions, database registration and compile a database of experts.

The intern will be involved in the implementation of various projects and be exposed to the local government sector. In addition they will have the opportunity to establish networks and gain insight into project management within the local government sector.

**Minimum qualification:** Completed degree

**Field of study:** Public administration, Development Studies, Social Science, Humanities or other related subjects

**RESPONSIBILITIES**

* Conduct research and literature reviews on projects as directed
* Co-write articles and reports for newsletters, website etc.
* Carrying out surveys and analysing data
* Work closely with project managers and officers
* Assist in acquisitions
* Prepare tender documents and follow up on submissions
* Attend meetings or workshops to deliver feedback for draft reports
* Engage in project activities
* Assist in the day-to-day project implementation

**ADDITIONAL REQUIREMENTS**

* Ability to work independently and in a small team environment
* Ability to work well under pressure and multi-task
* Flexibility to work on different topics
* Organisational, planning and time management skills
* Good verbal and written skills
* Ability to relate well to internal & external stakeholders
* Demonstrate a willingness to learn and ability to grow in knowledge.
* Demonstrate the ability to handle assigned duties responsibly and with efficiency.

Location: **Pretoria**

Stipend: **R 4000**

Duration of internship: **6 months**

Closing date: **10 July 2015**

Starting date: **July 2015**

Please read the above mentioned job requirements carefully and if interested send your application to pkachienga@cmra.org.za. Please apply with a CV and short statement explaining your suitability for the role. Only successful candidates will be contacted.

For further enquiries please call 012 347 3848.