

The Southern Africa Netherlands Chamber of Commerce (SANEC). Internship: **Jr. Project Assistant** in WTC The Hague, The Netherlands

Aug/Sep 2017 – Jan/Feb 2018

Who are we

SANEC; Southern African Netherlands Chamber of Commerce is the central link for companies, organisations and entrepreneurs doing or seeking to do business between the Netherlands, South Africa and the Southern African region.

Our aim is to foster business relations, stimulate and facilitate exports, imports, outsourcing, business tourism and foreign direct investments between South(ern) Africa and the Netherlands, thus accelerating sustainable economic growth.

In order to achieve this goal, we establish business links by organising trade missions and individual matchmaking visits, but also by hosting networking events, such as Trade & Investment Dinners and Meet & Greet Cocktail Receptions. In addition SANEC supplies up-to-date trade and investment information on the different countries, through the organisation of seminars, workshops and business forums, by conducting market research and through our different publications.

Internships

SANEC, the springboard to your international career! Students who are looking for a dynamic internship in an international environment, are invited to introduce themselves to us. SANEC offers 2 permanent internship positions (Jr. Project Assistant & [Jr. Events & Marketing Assistant](#)) that generally run from January to June and from July to December.

What do we offer?

If you are looking for a challenge, you are at the right place. Our interns work in a small and motivated team, where taking initiative and creative thinking is encouraged. In other words, an internship at the Southern African Netherlands Chamber of Commerce, at the Netherlands office in The Hague, will be a worthwhile experience.



At this moment we offer the following internship position: **Jr. Project Assistant.**

Under the general supervision of the *International Business Development Manager*, you will be responsible for the following activities:

In addition you will be responsible for project management support functions and will provide administrative support of project related work, operate and maintain related databases and identify process and suggest procedural improvements. You will work in close collaboration with the Programme staff and other stakeholders for effective achievement of results, anticipating and contributing to resolving complex project-related issues and information delivery. You are expected to exercise full compliance with secretariat-wide rules and regulations, conference services standard operating procedures, policies and strategies, as well as implementation of the effective internal control systems. The function of Jr. Project Assistant consists but is not limited to planning, coordinating, developing and monitoring budget, monitoring project outcomes enhancement.

Talents & experience

Interns profile:

An assertive and international orientated person, who has a professional appearance and has an affinity with marketing, management and communication.

Accurate, diplomatic, service and people orientated 'bridge' between the different relations of the Chamber; a professional person, in presentation and content, flexible, have good command of English and Dutch, be a team worker although at times be very independent and capable of working on your own.

Should you wish to apply for this internship at SANEC the Netherlands, please send your letter of application and your CV to:

SANEC Netherlands

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