



AMS INTERNSHIP

The Association of Muslim Schools National Executive Committee is offering a paid internship for a role as an administrative assistant. We are looking for a motivated and organised individual to provide high-level administrative support to the organisation. This role is ideal for a student or recent graduate eager to gain hands-on experience in leadership support, education administration, and national-level organisational operations. This internship offers valuable exposure to governance processes, national education initiatives, and professional development opportunities.

The successful candidate will assist the chairman with meeting coordination, minute-taking, correspondence, accounts, document preparation, database updates, and general office administration. They will also support event planning, stakeholder communication, and special projects co-ordinated by the organisation.

We are looking for someone with strong communication skills, attention to detail, the ability to manage multiple tasks with professionalism, and a willingness to learn.

Requirements

- Age under 29-years-old
- Completed or currently enrolled for degree/diploma
- Proficiency in Microsoft Office
- Basic accounting knowledge
- Strong language and writing skills

Please note, this is a hybrid role based on the east rand i.e. you may work from home but will also be required for in-person responsibilities

To apply, submit your CV and a brief motivation letter by 15 June to:

admingp@amsgauteng.co.za