Africa Health Research Institute (AHRI): Admin Internships 2026 Apply Now

Description

AHRI is seeking a highly motivated and dedicated Admin Intern to join our team. The Admin Intern will gain valuable hands-on experience supporting various administrative functions within the organization. This internship presents an excellent opportunity for individuals interested in healthcare, research administration, and organizational operations.

Responsibilities

- Provide administrative support to different departments within AHRI, including but not limited to Human Resources, Finance, Operations, and Research teams.
- Assist with organizing meetings, scheduling appointments, and managing calendars for senior staff members.
- Aid in maintaining accurate records, filing systems, and databases, ensuring data confidentiality and integrity.
- Assist in drafting correspondence, memos, and reports as required.
- Help with logistics and coordination for events, workshops, and conferences hosted by AHRI.
- Contribute to special projects and initiatives as assigned by supervisors or department heads.
- Perform general office duties such as answering phones, handling inquiries, and managing office supplies inventory.

Qualifications

- Currently pursuing or recently completed a degree in Business Administration, Management, Public Health, or a related field.
- Strong organizational skills with excellent attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent verbal and written communication skills.
- Ability to multitask, prioritize tasks, and work effectively in a team.
- Demonstrated interest in healthcare, research, or non-profit administration is a plus.
- Prior administrative experience or internships preferred but not required.

Job Benefits

- **Professional Development:** Opportunities for mentorship, skill development workshops, and networking events aimed at enhancing career growth and learning.
- **Hands-on Experience:** Exposure to cutting-edge research projects and the chance to work closely with experts in the field, gaining valuable practical experience.
- **Stipend or Compensation:** Depending on the internship type and duration, offering a stipend or compensation can assist interns with living expenses during their tenure.

Hiring organization
Africa Health Research Institute

Employment Type
Intern

Duration of employment
3 Months

Industry
Research Services

Job Location
Durban, KwaZulu-Natal, South Africa, 4000, Durban, KwaZulu-Natal, South Africa

Working Hours
09

Date posted
October 30, 2025

Valid through
18.12.2026

- **Flexible Schedule:** Providing flexible work hours or remote work options, where feasible, to support a healthy work-life balance.
- **Learning Opportunities:** Access to AHRI's resources, including libraries, research publications, and online learning platforms, to expand knowledge in healthcare and research.
- **Networking Opportunities:** Engagement in networking events, conferences, and seminars within AHRI or with partner organizations to build connections within the industry.
- **Mentorship:** Pairing interns with experienced professionals who can provide guidance, advice, and support throughout the internship period.
- **Career Counseling:** Access to career counseling sessions or workshops to help interns identify their career goals and navigate their career path.
- **Inclusive Environment:** A commitment to fostering an inclusive and diverse work culture where all employees, including interns, feel valued and respected.
- **Potential for Full-Time Employment:** Interns who excel during their internship may be considered for full-time positions within AHRI if opportunities are available.

Contacts

- **Review the Job Description:** Carefully read the job description for the Admin Intern position at AHRI to understand the responsibilities, qualifications, and expectations.
- **Prepare Application Materials:** Gather necessary application materials, including a resume/CV and a cover letter. Tailor these documents to highlight relevant skills, experiences, and why you are interested in an internship at AHRI.
- **Address Requirements:** Ensure that you meet the qualifications outlined in the job description. If applicable, prepare any additional documents or samples requested by AHRI.
- **Compose a Cover Letter:** Write a compelling cover letter that explains your interest in the Admin Internship position at AHRI. Detail how your skills, education, and experiences align with the institute's mission and values.
- **Update Resume/CV:** Ensure your resume/CV is up-to-date, highlighting relevant coursework, projects, work experiences, skills, and achievements that demonstrate your suitability for the internship.
- **Submission Process:** Follow the specific application instructions provided by AHRI. Typically, applications are submitted online via email or through the institute's official website. Include the required documents and information in your application package.
- **Subject Line:** Use a clear and professional subject line in your email application. For instance, "Admin Intern Application – [Your Full Name]."
- **Proofread Your Application:** Before submission, carefully proofread your application materials for any errors in grammar, spelling, or formatting.
- **Submit Application:** Send your complete application package (resume/CV and cover letter) to the designated email address or through the specified application portal before the application deadline.
- **Follow-Up:** Consider sending a polite follow-up email a week or two after submitting your application to express your continued interest and inquire about the status of the application process.
- **Interview Preparation:** If shortlisted, prepare for interviews by researching AHRI, understanding their work, and practicing potential interview questions.