

STRATUM™



MINING · A HUMAN ENDEAVOUR

# INTERNSHIP

## STRATUM CAPE TOWN, SA

*Job Description*

February 25

## 1 JOB DESCRIPTION

<b>ROLE</b>	Intern
<b>LOCATION</b>	Cape Town, South Africa
<b>REPORTING TO</b>	Operations and Learning & Development Manager
<b>WEB ADDRESS</b>	<a href="http://stratum-international.com">stratum-international.com</a>
<b>CONTACT</b>	Lisa Gregory, Head of HR: <a href="mailto:HR@stratum-int.com">HR@stratum-int.com</a>

## 2 ABOUT US

Stratum specialises in the human aspect of mining. We are a premium board/executive search and management consulting firm, providing human capital solutions to the mining industry. Stratum provides access to the best professionals from around the globe to companies looking for high performing leaders. We recruit across corporate and technical disciplines at site and head office level. Our clients include junior, mid-cap and major miners and private equity firms/family offices.

Our core focus is:

- **Executive Search (HQ)**
- **Site-Based leadership recruitment**
- **Advisory Services – Board Advisory, Private Equity Due Diligence, Independent Referencing Assessment**

We have offices in London (HQ) and Cape Town (South Africa). This role will be based out of Cape Town.

## 3 THE ROLE

As Stratum continues to grow, we feel there is an opportunity to share knowledge and skills with up-and-coming talent. We are keen to receive applications from current students and recent graduates who are considering mining or recruitment as a long-term career.

An internship with Stratum will provide not only a working knowledge of a recruitment and business consultancy in practice, but also an introduction to the Mining Industry in general. Interns will have access to and be able to observe a small and collaborative team, in the day-to-day running of a successful consultancy.

Interns will work across the business supporting back-office teams, provide support to

consultants, and observe how to engage with clients and candidates at a senior level. They will be able to assist with several areas of the business gaining skills and experience.

This is a 6-month paid internship, based in our Cape Town office.

## 4 RESPONSIBILITIES

- Assist consultants and researchers to deliver high-quality candidates on a global scale.
- Gain a working knowledge of all relevant systems, adding and updating data as required. This includes data entry.
- Project work as required within the company database. This could involve research, clean-up projects or assisting with IT system updates and/or builds.
- Working on assignments and Client reports, managing Candidate data and proofreading documents.
- Assist the Operations Manager in ad hoc tasks.
- General office, front of house and administrative duties.
- Other ad-hoc duties as required by the Head of Operations.
- Working to targets and deadlines.
- Track the market for constant updates on projects, industry trends, hiring, and business strategies.

Ideally, we are looking for interns who are ambitious and talented, curious to learn and be accountable. They must possess a strong work ethic and uncompromising values, as well as a deep desire to improve, and a curiosity that drives personal and professional growth.

This would ideally suit someone with a sense of urgency, high attention to detail and who thrives in a culture of taking ownership.

## 5 QUALIFICATIONS AND COMPETENCIES:

- Multi-lingual (asset).
- University degree (asset) or working towards a degree.
- Resilient and initiative-taking.
- Strong communication skills and team player.
- Ambition, drive, and determination to achieve objectives.
- Problem-solving, influencing, questioning, and listening skills.
- Knowledge of Microsoft Office's suite of products such as Word and PowerPoint.
- Ability to manage time, prioritise, follow, and meet deadlines in a fast-paced

environment.

- A high level of integrity with a value system that matches and blends well with our culture.

At the end of the programme, interns should have an overarching understanding of what we do as a business and how we operate in our domain. There are a few potential career paths that could be developed at the end of the programme and while completion is not a guarantee of being offered a permanent position with us, we would certainly hope that the right candidate will gain some insight into where they might develop further.

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[stratum-international.com](http://stratum-international.com)

*Board/Executive Search, Site-based Leadership Recruitment, Management Consulting, Market Mapping/Research/Succession Planning, Due Diligence.*