



OCEANHUB AFRICA



Job Opportunity

Coastal Community Development Intern





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Join the Team!



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Coastal Community Development Intern

Location: Cape Town based preferred

Department: Coastal Community Development

Start Date: As soon as possible

Contract Type: 6 month contract position

Compensation: 10k ZAR Cost To Company

Who We Are (OHA)

OceanHub Africa (OHA) is on a mission to inspire and support ocean-minded start-ups with the express aim of nurturing an environmentally conscious and profitable economy that effectively mitigates the effects of global warming as well as oceans' overexploitation and pollution throughout the African continent.

Your Role

To provide hands-on project and administrative support to the CCD team to ensure smooth coordination of activities, accurate reporting workflows, timely processing of project-related payment requests, and effective scheduling of meetings and engagements. The role combines practical project administration with coordination and documentation support across CCD initiatives.

Key Performance Areas

1. Project administration and coordination
2. Review of monthly coaching and progress reports
3. Finance support: payment requisitions and invoices
4. Meeting scheduling and administrative support
5. Data, documentation, and knowledge management
6. General administration

Qualifications

- Tertiary qualifications in Development Studies, Project Management, Environmental/Marine Sciences, Social Sciences, Business Administration, or similar.

Experience

- Previous internship/volunteering experience in project administration or NGO/program settings.
- Experience supporting reporting processes and working with templates/checklists.
- Basic understanding of financial admin processes (invoices, requisitions, supporting documentation).
- Familiarity with coaching/mentorship program coordination or M&E support.
- Demonstrated interest in community development, livelihoods, coastal/marine conservation, or social impact work.
- Strong attention to detail.
- Proficiency in common productivity tools (Google Workspace or Microsoft Office; spreadsheets, docs, calendars; slack) Familiarity with Notion or similar project tools is an advantage.

Key Competencies

- Planning and organizing: Applies planning principles to achieve work goals.
- Communication: Fosters two-way communication.
- Stakeholder management: Responds to stakeholder requests.
- Adaptability: Adapt one's work to specific situations.

The Following Conditions May Apply

- The position is **Cape Town-based** with flexibility for some remote work.
- The position is contracted for **6 months**.
- Paid leaves in addition to public holidays (following the official South African calendar) – based on the above start and end dates.
- Location; Cape Town. Office address: The V&A Waterfront, Cape Town 8002.

Contact & Process

To apply, please submit your application [via this link](#).

We appreciate your interest in joining OceanHub Africa. If you do not hear from us within 14 days of applying, please consider your application unsuccessful.