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Department of Higher Education and Training: Internships 2025/26 New Job Opening

Description

Are you passionate about contributing to the growth and development of South Africa's education landscape? The Department of Higher Education and Training is offering internship opportunities for dynamic individuals eager to gain practical experience in a government setting.

Responsibilities

- **Supporting Program Implementation:** Assist in the implementation of various departmental programs aimed at enhancing the quality and accessibility of higher education and vocational training.
- **Research and Analysis:** Conduct research and analysis on educational policies, trends, and best practices to contribute valuable insights to departmental decision-making processes.
- **Administrative Support:** Provide administrative support to departmental units, including data entry, document management, and coordination of meetings and events.
- **Stakeholder Engagement:** Collaborate with internal and external stakeholders, including educational institutions, industry partners, and government agencies, to support effective communication and collaboration.
- **Policy Development:** Contribute to the development and review of educational policies, ensuring alignment with national goals and international standards.
- **Learning and Development:** Participate in training programs and workshops to enhance your knowledge and skills in areas relevant to the department's functions.

Qualifications

- A bachelor's degree in a relevant field (e.g., Education, Public Administration, Social Sciences).
- Strong communication and interpersonal skills.
- Analytical mindset with the ability to conduct research and present findings.
- Proficiency in Microsoft Office Suite.
- A passion for education and a commitment to contributing to positive change.

Job Benefits

- Gain practical experience in a government department dedicated to education and training.
- Exposure to a diverse range of projects and initiatives.
- Networking opportunities with professionals in the education sector.
- Potential for career advancement within the department.

Contacts

Hiring organization

Department of Higher Education and Training

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

City of Tshwane, Gauteng, South Africa, 0008, City of Tshwane, Gauteng, South Africa

Working Hours

09

Date posted

September 24, 2024

Valid through

05.02.2028

- 1. Prepare Your Application Documents:**
 - Resume: Highlight your educational background, relevant skills, and any relevant experience.
 - Cover Letter: Clearly express your interest in the internship, outline your qualifications, and explain how your skills align with the responsibilities of the position.
 - Academic Transcripts: Include copies of your academic transcripts to provide evidence of your educational qualifications.
- 2. Compose an Email:**
 - Create a new email addressed to the specified email contact provided in the job description.
 - Use a professional and clear subject line, such as “Internship Application – [Your Full Name].”
- 3. Attach Your Documents:**
 - Attach your resume, cover letter, and academic transcripts to the email. Ensure that your documents are in a common format such as PDF or Word.
- 4. Write a Brief Email Message:**
 - In the body of the email, briefly introduce yourself and express your enthusiasm for the internship opportunity.
 - Mention your attached documents and any other relevant information, such as your availability for an interview.
- 5. Double-Check Your Application:**
 - Review your email and attached documents for any errors or missing information.
 - Ensure that all the necessary details are included and that your application presents you in the best possible light.
- 6. Send Your Application:**
 - Click the “Send” button to submit your application to the specified email address.
 - Please note any specific application deadlines mentioned in the job description and make sure your application is submitted before the deadline.
- 7. Confirmation:**
 - Once your application is submitted, you may receive an automated confirmation email. If not, you can consider following up after a reasonable period to confirm the receipt of your application.