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Government Printing Works Internships 2023 / 2025/26 Apply Now

Description

Government Printing Works is pleased to offer internship opportunities for motivated and talented individuals who are eager to gain practical experience in a dynamic government agency. Our internships are designed to provide valuable insights into various aspects of government printing and security, and to support the professional development of young, aspiring professionals.

Responsibilities

- **Learning and Development:** Engage in a comprehensive learning program that covers various aspects of printing, security, and administrative functions.
- **Practical Experience:** Work closely with experienced professionals in the field to gain hands-on experience in areas such as printing technology, document security, quality control, and document production.
- **Research and Analysis:** Contribute to research projects, data analysis, and reporting related to government document production and security.
- **Collaboration:** Collaborate with cross-functional teams to complete projects and tasks, gaining insight into the inner workings of a government agency.
- **Support Operations:** Assist in various administrative and operational tasks to ensure the smooth functioning of the Government Printing Works.

Qualifications

- Currently enrolled in or recently graduated from a relevant field of study, such as printing technology, security management, administration, or a related discipline.
- Strong communication and interpersonal skills.
- A keen interest in government operations, printing technology, and document security.
- A strong commitment to learning and professional development.
- Ability to work independently and as part of a team.
- Willingness to adhere to GPW's values and standards.

Job Benefits

- Practical experience and exposure to the inner workings of a government entity.
- Mentorship from experienced professionals.
- Opportunities to develop a professional network.
- Stipend or compensation as per GPW's policy.

Contacts

1. **Prepare Your Application Documents:**
 - Create a well-structured resume that highlights your education,

Hiring organization

Government Printing Works

Employment Type

Intern

Duration of employment

3 Months

Industry

Printing Services

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

November 19, 2024

Valid through

14.02.2028

relevant coursework, work experience (if applicable), skills, and any other qualifications.

- Write a tailored cover letter that expresses your interest in the internship and your motivation for joining Government Printing Works. Mention the department or area of interest, and briefly explain why you are a suitable candidate.
- Gather any relevant academic transcripts or certifications, if required.

2. **Check the Application Deadline:** Ensure that you submit your application before the specified application deadline. This date will be mentioned in the job description or application instructions.

3. **Submit Your Application:**

- Send your application documents via email to the provided email address in the job description. Make sure to use a clear and professional email subject line, such as "Internship Application – [Your Full Name]."
- Alternatively, you may need to apply through an online application portal or upload your documents to the organization's official website. Follow the instructions provided for online applications.

4. **Double-Check Your Application:**

- Review your resume, cover letter, and any other documents for accuracy, clarity, and completeness.
- Ensure that you have addressed all required qualifications and included any requested information.

5. **Follow Up (if necessary):**

- If you haven't received a confirmation of your application within a reasonable time frame, consider sending a polite follow-up email to confirm that your application has been received.

6. **Prepare for Interviews (if selected):** If you are shortlisted for an interview, prepare by researching Government Printing Works, practicing common interview questions, and dressing professionally.

7. **Attend the Interview:** If invited, attend the interview at the specified date, time, and location. Be punctual and well-prepared to discuss your qualifications and motivations.

8. **Follow Up After the Interview:** Send a thank-you email to the interviewers expressing your gratitude for the opportunity and reiterating your interest in the internship.

9. **Wait for a Response:** After the interview, wait for Government Printing Works to notify you of their decision. This may take some time, so be patient.

10. **Accept or Decline the Offer:** If you receive an offer, carefully consider it and respond promptly. If you choose to accept, follow the provided instructions for onboarding and starting your internship.