WC Department of Health: Admin Internships 2026/27 Apply Here

Hiring organization
WC Department of Health

Employment Type
Intern

Duration of employment
3 Months

Industry
Government Administration

Job Location
Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours
09

Date posted
November 7, 2026

Valid through
14.02.2028

Description

Join us for a dynamic administrative internship program aimed at developing skills in various administrative functions within the healthcare sector. Under the guidance of experienced professionals, interns will gain practical insights into administrative processes and contribute to efficient operations.

Responsibilities

- Assist in general administrative tasks, including filing, data entry, and record-keeping
- Support departmental operations and logistics for meetings or events
- Aid in document preparation, correspondence, and report generation
- Collaborate with teams to ensure smooth workflow and assist in project coordination
- Engage in ad-hoc administrative tasks as required

Qualifications

- Pursuing or recently completed studies in Administration or a related field
- Strong organizational and time-management skills
- Proficiency in basic computer applications
- Excellent communication and interpersonal skills
- Ability to adapt and contribute effectively in a team environment

Job Benefits

- **Hands-On Experience:** Gain practical insights into administrative functions within the healthcare sector, enhancing your skills and knowledge.
- **Mentorship:** Receive guidance and mentorship from experienced professionals.
- **Professional Development:** Develop valuable administrative and organizational skills, essential for future career growth.
- **Networking:** Build connections within the healthcare industry and establish contacts for potential career opportunities.
- **Exposure to Healthcare Operations:** Learn about healthcare operations and contribute to the efficiency of administrative processes.
- **Possibility of Future Employment:** Successful completion of the internship might open doors for future career prospects within the department or related healthcare sectors.

Contacts

Submit your application, including a resume and cover letter, detailing your interest and suitability for the Administrative Internship position at the WC Department of Health.

Join the WC Department of Health for an engaging internship experience and contribute to efficient administrative processes in the healthcare sector.