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Department Of Mineral Resources And Energy (DMRE) Internships 2026/2027 For Registry Clerk

Description

The Department of Mineral Resources and Energy invites applications for entry-level internship positions as Registry Clerks. This opportunity is specifically targeted at individuals who have recently completed their Grade 12 qualification and are seeking to gain professional experience in the public sector. No prior work experience is required, making this an excellent opportunity for young individuals to begin their careers in government service.

Responsibilities

The selected candidate will be responsible for the management and maintenance of the registry system, ensuring that documents are efficiently filed, archived, and disposed of according to regulations. Specific duties include:

- Developing and maintaining a comprehensive filing system.
- Opening, closing, and filing documents appropriately.
- Managing a database of clients and service providers.
- Receiving, recording, and screening all incoming submissions before forwarding them to the Minister.
- Handling correspondence by receiving, sorting, acknowledging, and distributing documents, as well as conducting follow-ups.
- Performing additional tasks as assigned by the department.

Qualifications

- A Grade 12/Matric certificate is required.
- No previous work experience is necessary.

Skills and Competencies:

Candidates should possess the following skills and competencies:

- Strong communication and computer skills.
- Proficiency in managing a registry and organizing documents.
- Problem-solving and decision-making abilities.
- The capacity for effective planning and innovation.

Additionally, candidates should have an understanding of the National Archives Act and Regulations and the operations of government ministries. Familiarity with office equipment, such as fax machines and photocopiers, is essential.

Job Benefits

This position offers a competitive salary at the entry-level, along with the opportunity to gain valuable experience within a government department. Interns will have the chance to work in a dynamic environment while learning about the administrative processes of the Ministry of Electricity and Energy.

How to Apply?

Hiring organization

Department Of Mineral Resources And Energy (DMRE)

Employment Type

Intern

Duration of employment

24-month

Industry

Mining Internships

Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours

9

Base Salary

R216 417

Date posted

December 1, 2024

Valid through

31.12.2026

Interested candidates should submit their applications as per the instructions provided by the Department of Mineral Resources and Energy. Ensure that all required documentation is included, and applications are submitted before the deadline to be considered for this position.