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Western Cape Government Internships 2026/2027 For Development Youth Admin

Description

The Department of Health and Wellness in the Western Cape is offering an exciting opportunity for a Development Youth Admin Internship on a 12-month contractual basis. This position, located within the Information Technology Directorate, is ideal for individuals interested in administrative support roles and office operations.

Guided by the principles of Employment Equity, this internship encourages applications from candidates with disabilities. The program aims to provide comprehensive exposure to administrative processes within a governmental framework, focusing on enhancing interns' skills in information systems management and office administration.

Responsibilities

Interns will be responsible for delivering high-level administrative support to managers within the component. Key tasks include managing diaries, scheduling meetings, maintaining administrative systems, and facilitating communication with external stakeholders. Additional duties encompass preparing reports and presentations, handling travel arrangements, and supporting asset management and procurement activities.

Qualifications

- A Higher Certificate or National Diploma in Public Management/Administration.
- Proficiency in computer applications such as MS Word, Excel, PowerPoint, Outlook, and Teams.
- Strong analytical, problem-solving, and communication skills.
- Basic skills in database development and maintenance.
- A comprehensive understanding of office administration environments.

Job Benefits

The internship offers a stipend of R 64,149 per annum, providing a valuable opportunity for hands-on experience in a supportive environment that fosters professional growth.

How to Apply?

Candidates interested in applying should note that no payment is required for application. The selection process includes competency tests and checks on security clearance, qualifications, criminal records, and previous employment. Applicants must provide certified copies of their ID and qualifications, not older than six months, during the interview process. For inquiries, contact Mr. C Matasane at (**066) 227-8881.**

Hiring organization
Western Cape Government

Employment Type
Intern

Duration of employment
12 months

Industry
Government Internships

Job Location
Cape Town, Western Cape, South Africa, 6665, Cape Town, Western Cape, South Africa

Working Hours
8

Date posted
December 1, 2024

Valid through
31.12.2026