



<https://www.internshipswired.online/job/dotsure-internships-tvet-placements/>

Dotsure: Internships (TVET Placements) [2025-26] Latest Opening

Description

Dotsure Ltd is a leading company committed to delivering exceptional services in our industry. We are thrilled to offer a variety of internship opportunities across multiple departments for individuals eager to kick-start their careers. As an intern at Dotsure, you will gain invaluable hands-on experience, receive guidance from seasoned professionals, and be part of a dynamic and innovative work environment.

Our internships are designed to provide you with practical experience relevant to your field of study. You will have the opportunity to work closely with experienced team members, contribute to meaningful projects, and develop essential skills that will prepare you for a successful career.

Responsibilities

- **Office Administration Interns:** Assist with day-to-day administrative tasks, manage office supplies, handle correspondence, and support various office functions to ensure smooth operations.
- **Business Management Interns:** Participate in strategic planning sessions, assist in project management, conduct market research, and support business development initiatives.
- **Marketing Management Interns:** Contribute to marketing campaigns, assist in social media management, analyze market trends, and help develop promotional materials.
- **Management Assistant Interns:** Provide support to senior management, organize meetings, handle scheduling, and assist with various administrative tasks.
- **Legal Assistant Interns:** Assist with legal research, draft and review documents, support legal compliance efforts, and help prepare case materials.

Qualifications

- **Hands-On Experience:** Gain practical knowledge and skills in a real-world work environment, enhancing your academic learning with real-world applications.
- **Mentorship:** Receive guidance and support from experienced professionals who will provide valuable insights and feedback on your performance.
- **Career Development:** Build a strong foundation for your future career by working on meaningful projects and developing essential skills.

Eligibility Criteria:

- **Educational Requirements:** Must possess a Matric qualification along with an N6 certificate in one of the following fields:
 - Office Administration

Hiring organization

Dotsure

Employment Type

Intern

Duration of employment

3 Months

Industry

Insurance

Job Location

George, Western Cape, South Africa, 6529, George, Western Cape, South Africa

Working Hours

09

Date posted

July 1, 2025

Valid through

19.07.2028

- Business Management
- Marketing Management
- Management Assistant
- Legal Assistant
- **Age Requirement:** Applicants must be between 18 and 35 years old.
- **Employment Status:** Must be currently unemployed and have not participated in any previous internship programs.
- **Citizenship:** South African citizenship is mandatory.

Skills

- **Good Communication Skills:** Ability to convey information clearly and effectively, both verbally and in writing.
- **Focus and Self-Discipline:** Maintain attention to detail and demonstrate a strong work ethic in a fast-paced environment.
- **Ownership and Responsibility:** Take initiative and be accountable for your tasks and projects.
- **Resilience:** Adapt to challenges and setbacks with a positive attitude and perseverance.

Contacts

To apply for an internship at Dotsure Ltd, please submit your CV and a cover letter detailing your qualifications, interest in the internship, and how your skills align with the role.

Join Us:

This is a fantastic opportunity to gain practical experience, grow professionally, and make a meaningful impact. We look forward to receiving your application and helping you start your career journey with Dotsure Ltd.