

<https://www.internshipswired.online/job/dsbd-internships/>

## Department of Small Business Development (DSBD): Internships 2025 New Hiring

### Description

DSBD is currently seeking passionate and dedicated interns to join our team and contribute to the meaningful work we do in supporting small businesses. This internship provides a unique opportunity for individuals to gain valuable experience in government operations, policy development, and community engagement. Interns will work closely with experienced professionals, learn about the challenges faced by small businesses, and actively contribute to initiatives aimed at enhancing the small business ecosystem.

### Responsibilities

- **Research and Analysis:** Conduct research on small business trends, market dynamics, and policy frameworks to inform decision-making processes within the department.
- **Policy Support:** Assist in the development, review, and implementation of policies and programs aimed at promoting small business growth and sustainability.
- **Program Coordination:** Support the coordination of various programs and initiatives designed to empower entrepreneurs, including workshops, training sessions, and outreach events.
- **Data Management:** Assist in collecting, analyzing, and maintaining data related to small business development, ensuring accuracy and relevance for decision-making.
- **Communication and Outreach:** Contribute to communication efforts, including drafting content for newsletters, social media, and other platforms to engage with stakeholders and the public.
- **Collaboration:** Work collaboratively with team members and external partners to achieve departmental goals and objectives.

### Qualifications

- Currently enrolled in a relevant undergraduate or graduate program (Business, Economics, Public Administration, etc.).
- Strong analytical and research skills.
- Excellent written and verbal communication skills.
- A keen interest in small business development and economic empowerment.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.

### Job Benefits

#### 1. Professional Development:

- Gain hands-on experience in government operations, policy development, and program implementation.
- Access mentorship opportunities with experienced professionals in the field of small business development.

### Hiring organization

Department of Small Business Development

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Government Administration

### Job Location

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

### Working Hours

09

### Date posted

October 31, 2025

### Valid through

18.01.2028

- Attend workshops, training sessions, and seminars to enhance skills and knowledge.
- 2. Networking Opportunities:**
  - Connect with a diverse network of professionals, stakeholders, and entrepreneurs in the small business ecosystem.
  - Attend industry events and conferences to expand your network and build valuable relationships.
- 3. Career Guidance:**
  - Receive guidance and feedback on career goals and aspirations.
  - Explore potential career paths within the small business development sector.
- 4. Real-world Impact:**
  - Contribute to initiatives that directly impact small businesses and local communities.
  - See the tangible results of your work in supporting entrepreneurship and economic development.
- 5. Flexible Work Environment:**
  - Experience a dynamic and flexible work environment that encourages creativity and innovation.
  - Work on a variety of projects to broaden your skill set and adaptability.
- 6. Learning Opportunities:**
  - Access training materials, resources, and publications related to small business development.
  - Learn about the challenges and opportunities faced by small businesses through practical experience.
- 7. Resume Building:**
  - Enhance your resume with valuable internship experience in a reputable government organization.
  - Showcase your contributions and achievements to future employers.
- 8. Community Engagement:**
  - Engage with local communities through outreach events and initiatives.
  - Develop a deep understanding of the needs and aspirations of small businesses at the grassroots level.
- 9. Collaborative Environment:**
  - Work in a collaborative and supportive team environment.
  - Participate in cross-functional projects and initiatives to broaden your skill set.
- 10. Potential for Extension:**
  - Explore the possibility of extending your internship based on performance and departmental needs.
  - Continue making a positive impact on small business development beyond the initial internship period.
- 11. Compensation (if applicable):**
  - If eligible, receive compensation in line with government internship guidelines.
- 12. Future Opportunities:**
  - Gain exposure to potential future employment opportunities within DSBD or related government departments.
  - Receive guidance on career paths and opportunities in the small business development field.

## **Contacts**

### **1. Prepare Your Application Materials:**

- Create a comprehensive resume highlighting your academic background,

skills, and relevant experiences.

- Craft a well-written cover letter expressing your interest in the DSBD internship, outlining your motivation, and detailing how your skills align with the position.

## **2. Compile Academic Transcripts:**

- Gather official or unofficial transcripts from your current educational institution.

## **3. Review Job Requirements:**

- Familiarize yourself with the internship qualifications and responsibilities outlined in the job description.

## **4. Email Application:**

- Compose a professional email addressed to the designated contact person or email address provided in the job description.
- Use a clear and concise subject line, such as “DSBD Internship Application – [Your Full Name].”

## **5. Attach Application Materials:**

- Attach your resume, cover letter, and academic transcripts to the email.
- Ensure all documents are in a common format (e.g., PDF or Word).

## **6. Personalize Your Email:**

- In the body of the email, briefly introduce yourself and express your enthusiasm for the internship opportunity.
- Mention where you learned about the internship and briefly highlight a key aspect of your qualifications.

## **7. Application Deadline:**

- Be mindful of the application deadline provided in the job description.
- Submit your application well in advance to ensure it is received on time.

## **8. Follow-up:**

- After submitting your application, consider sending a polite follow-up email within a reasonable timeframe to confirm receipt and express your continued interest.

## **9. Interview Preparation:**

- If shortlisted, be prepared for a potential interview. Research DSBD, understand its mission, and be ready to discuss your experiences and how they align with the internship.

## **10. Showcase Enthusiasm:**

- Demonstrate your passion for small business development and convey how this internship aligns with your career goals.

## **11. Professionalism:**

- Maintain a professional tone throughout all communication and interactions.
- Pay attention to detail and ensure all application materials are error-free.

**12. Be Responsive:**

- Respond promptly to any communication from DSBD to show your eagerness and professionalism.

**13. Application Confirmation:**

- Upon successful submission, wait for a confirmation email acknowledging receipt of your application.

**14. Respect Confidentiality:**

- If the application requires sensitive information, be assured that DSBD will handle it with confidentiality and in compliance with privacy regulations.