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Gauteng Dept of Economic Development: Human Capital Internships [2025-26]

Description

The Gauteng Department of Economic Development is dedicated to driving economic growth, job creation, and sustainable development within the Gauteng province. We aim to create an enabling environment for businesses to thrive and ensure the economic well-being of our communities. As part of our commitment to nurturing talent and fostering professional growth, we are pleased to offer a Human Capital Internship program.

The Department of Economic Development is seeking motivated and dynamic individuals to join our Human Capital Internship program. This opportunity is designed to provide graduates with practical experience and exposure to various aspects of human capital management within a governmental setting. Interns will gain valuable skills and knowledge that will enhance their career prospects in the field of human resources and related disciplines.

Responsibilities

- **Human Resource Management:** Assist with recruitment and selection processes, including job postings, screening resumes, and coordinating interviews. Support employee onboarding and orientation programs.
- **Industrial Psychology/Training and Development:** Participate in designing and implementing training programs. Assist in conducting needs assessments and evaluating training effectiveness.
- **Work-study/Management Services:** Collaborate on projects related to organizational efficiency and productivity improvement. Support the development and implementation of work-study initiatives.
- **Productivity Management:** Assist in analyzing productivity data and identifying areas for improvement. Support initiatives aimed at enhancing workforce productivity.
- **Operations Management:** Participate in various operational functions to understand the processes and workflows within the department. Assist in optimizing operational procedures.
- **Organisation and Industrial Psychology:** Support the development of organizational policies and practices. Assist in conducting research and analysis on organizational behavior and employee satisfaction.
- **Labour Relations/Employee Relations:** Assist in handling employee relations issues, including conflict resolution and disciplinary procedures. Support the development and implementation of labor relations strategies.
- **Sports Science/Exercise Diploma:** Contribute to wellness and health promotion programs within the department. Assist in organizing sports and fitness activities for employees.
- **Records Management and Archives:** Assist in maintaining accurate and up-to-date employee records. Support the management and archiving of departmental documents.

Qualifications

To be eligible for the Human Capital Internship, applicants must possess one of the

Hiring organization

Department of Economic Development

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

October 7, 2025

Valid through

26.07.2028

following qualifications:

- National Diploma (NQF 6) or B Degree (NQF 6) in:
 - Human Resource Management
 - Industrial Psychology / Training and Development
 - Work-study / Management Services
 - Productivity Management
 - Operations Management
 - Organisation and Industrial Psychology
 - Labour Relations / Employee Relations
- Sports Science or Exercise Diploma (NQF 5)
- Higher Certificate (NQF 4) in Records Management and Archives

Skills

- Strong interpersonal and communication skills
- Ability to work collaboratively in a team environment
- Good organizational and time-management skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Enthusiasm for learning and professional development
- Analytical and problem-solving abilities

Contacts

Interested candidates are invited to submit their resume, a cover letter, and certified copies of their qualifications. The cover letter should outline your motivation for applying and how your qualifications align with the internship requirements.