



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

Services SETA: Internships [2025-26]

Description

Contract Duration: 12 Months

Salary: R 7,000.00 per month

Overview

Services SETA is offering a range of internship opportunities for recent graduates looking to gain valuable work experience in various fields. The internships are designed to provide hands-on experience, professional development, and a pathway to potential future employment based on merit.

Intern: Provincial Operations

Qualifications:

- National Diploma or Degree (NQF 6 or Higher) in:
 - Business Administration
 - Public Administration
 - Office Administration
 - Project Management
 - Human Resources
 - Or equivalent certification

Responsibilities:

- Assist in the coordination and execution of provincial operations.
- Support the administrative functions of the provincial office.
- Participate in project management activities.
- Contribute to human resource tasks as needed.

Intern: Legal Services and Contract Management

Qualifications:

- National Diploma or Degree (NQF 6 or Higher) in Law

Responsibilities:

- Support the legal team in drafting and reviewing contracts.
- Assist in managing legal documents and records.
- Conduct legal research and provide summaries.

Intern: Strategy and Research

Qualifications:

- National Diploma or Degree (NQF 6 or Higher) in:
 - Internal Audit
 - Business Administration
 - Public Administration

Hiring organization

Services SETA

Employment Type

Intern

Duration of employment

3 Months

Industry

Education Management

Job Location

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

Working Hours

09

Date posted

June 4, 2025

Valid through

26.07.2028

- Public Management
- Monitoring and Evaluation
- Or a Social Sciences research qualification

Responsibilities:

- Assist in conducting research for strategic initiatives.
- Support internal audit activities.
- Participate in monitoring and evaluation processes.
- Contribute to public management and administration projects.

Intern: Marketing and Communications

Qualifications:

- National Diploma or Degree (NQF 6 or Higher) in:
 - Marketing
 - Public Relations
 - Communications
 - Journalism
 - Graphic Design
 - Or similar relevant field

Responsibilities:

- Support marketing campaigns and communication strategies.
- Assist in public relations activities.
- Help in content creation for various media platforms.
- Contribute to graphic design projects as needed.

Intern: Office Of The CEO

Qualifications:

- National Diploma or Degree (NQF 6 or Higher) in:
 - Business Administration
 - Public Administration
 - Office Administration
 - Public Management
 - Or equivalent certification

Responsibilities:

- Provide administrative support to the CEO's office.
- Assist in scheduling and coordinating meetings.
- Support special projects and initiatives.
- Handle confidential documents and communications.

Intern: Operations

Qualifications:

- National Diploma or Degree (NQF 6 or Higher) in:
 - Business Administration
 - Public Administration
 - Office Administration
 - Project Management
 - Human Resources
 - Or equivalent certification

Responsibilities:

- Assist in day-to-day operational activities.
- Support project management and administrative tasks.
- Contribute to human resources functions.

Intern: Finance**Qualifications:**

- National Diploma or Degree (NQF 6 or Higher) in Finance or Commerce

Responsibilities:

- Assist in financial management and accounting tasks.
- Support budget preparation and financial reporting.
- Participate in financial audits and compliance activities.

Intern: Information Communications Technology**Qualifications:**

- National Diploma or Degree (NQF 6 or Higher) in:
 - Information Technology
 - Computer Science
 - Information Security Professional
 - Or equivalent certification

Responsibilities:

- Support IT infrastructure and network management.
- Assist in information security initiatives.
- Participate in software development and maintenance tasks.

Intern: Knowledge and Records Management**Qualifications:**

- National Diploma or Degree (NQF 6 or Higher) in:
 - Archives and Records Management
 - Information Management
 - Information and Library Sciences
 - Public Administration

Responsibilities:

- Support knowledge management and archival activities.
- Assist in records management and information organization.
- Contribute to public administration tasks as required.

How to Apply:

Interested candidates should submit their CVs, along with a cover letter indicating the desired internship position via Email.

Join Services SETA and gain valuable experience that will set you on the path to a successful career!