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Dirco Internship 2025 | Jobs at Department of International Relations and Cooperation

Hiring organization
Department of International Relations and Cooperation

Employment Type
Intern

Duration of employment
12-months

Industry
Government

Job Location
Pretoria, Gauteng, South Africa, Pretoria, Gauteng, South Africa

Working Hours
09

Date posted
March 5, 2025

Valid through
05.03.2028

Description

The Department of International Relations and Cooperation (DIRCO) is responsible for managing South Africa's foreign relations and diplomatic engagements. It plays a crucial role in shaping international policies, fostering diplomatic ties, and promoting South Africa's global interests.

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DIRCO offers an internship program designed to provide graduates with hands-on experience in diplomacy, international relations, and public administration. The program is an excellent opportunity for young professionals to gain insight into government operations and international affairs.

Key Responsibilities:

- Assist in research and policy analysis on international relations and foreign affairs.
- Support diplomatic and administrative functions within DIRCO.
- Draft reports, briefing documents, and correspondence.
- Participate in meetings, workshops, and training sessions.
- Assist in planning and coordinating international events and diplomatic engagements.
- Work on communication and public diplomacy projects.

Eligibility Criteria:

- Must be a South African citizen.
- A recent graduate with a degree in International Relations, Political Science, Public Administration, Law, Communications, or a related field.
- Strong analytical, research, and communication skills.
- Ability to work in a team and adapt to a dynamic work environment.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).

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Duration & Stipend:

- The internship is typically a 12-month program.
- Interns may receive a stipend as per government regulations.

How to Apply:

Interested candidates should submit the following:

- A detailed CV.
- Certified copies of academic qualifications and ID.

- A motivational letter explaining their interest in the internship.

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Applications should be sent to DIRCO’s recruitment office via their official website or designated email.

For more information, visit DIRCO’s official website or contact their HR department.