DPSA South Africa Internship Programme | Latest Application

Job Description

The DPSA Internship Program is a 12- to 24-month structured training initiative designed to provide graduates with practical work experience in various government departments and administrative functions. Interns will work closely with experienced public sector professionals and gain exposure to different aspects of government administration, policy implementation, and service delivery.

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Key Responsibilities

- Assist with administrative tasks in assigned government departments.
- Conduct research and data analysis to support policy development and decision-making.
- Participate in public sector projects, service delivery initiatives, and governance programs.
- Support human resources, finance, procurement, and supply chain management functions.
- Engage in government communications, marketing, and public relations activities.
- Assist in the development and implementation of policies, regulations, and frameworks.
- Prepare reports, presentations, and official correspondence as required.
- Attend workshops, training sessions, and mentorship programs to build professional skills.

Fields of Study & Internship Areas

Internships are available in the following fields:

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- Public Administration & Governance
- Finance & Accounting
- Human Resource Management & Industrial Relations
- Supply Chain & Procurement Management
- Legal & Compliance
- Policy Development & Research
- Information Technology (IT) & Digital Transformation
- Communication, Public Relations & Marketing
- Project Management
- Social Sciences & Community Development

Requirements

To qualify for the DPSA Internship Program, applicants must meet the following criteria:

Hiring organization
DPSA

Employment Type
Intern

Duration of employment
12-months

Industry
Transportation, Logistics, Supply Chain and Storage

Job Location
South Africa, South Africa

Working Hours
09

Date posted
March 14, 2025

Valid through
March 14, 2026

- **Education:** Must have a National Diploma or Degree in a relevant field from a recognized institution.
- **Age:** Between 18 and 35 years old.
- **Skills & Attributes:**
    - Strong communication and interpersonal skills.
    - Analytical thinking and problem-solving abilities.
    - Basic computer literacy (MS Office, email, and internet).
    - Ability to work independently and as part of a team.
    - Interest in government, policy development, and public service delivery.
- **Residency:** Must be a South African citizen.
- **Work Authorization:** Must have valid work authorization for South Africa.
- **Availability:** Must be available for the full duration of the internship.

Program Benefits

- Monthly stipend during the internship.
- Hands-on experience in government operations.
- Mentorship and training from senior public service officials.
- Networking opportunities within the public sector.
- Potential employment opportunities upon successful completion.

How to Apply?

Interested candidates should submit the following documents:

- Updated CV with contact details.
- Certified copies of ID and academic transcripts/qualifications.
- Motivation letter explaining their interest in the DPSA Internship.
- Completed DPSA internship application form (available on the DPSA website).

Applications can be submitted via:

- DPSA Careers Portal (Official Government Website)
- Email to the relevant department's HR office
- Hand-delivered to designated government offices

Application Deadline:

Varies per intake – check DPSA's official website for updates.

The DPSA is committed to employment equity, skills development, and youth empowerment. If you're looking to build a career in public service, apply today!