



education

Department of  
Education  
FREE STATE PROVINCE

<https://internforza.online/job/free-state-department-of-education-internship/>

## Free State Department of Education Internship Initiative | Jobs Hiring

### Job Description

The Free State Department of Education invites applications for its internship program aimed at equipping unemployed graduates and students with practical work experience in the education sector. This program is designed to provide valuable exposure to various departmental functions, enhance skills, and improve employability for future career opportunities.

(adsbygoogle = window.adsbygoogle || []).push({});

Interns will be placed in various offices and schools within the Free State province, where they will assist with administrative, teaching, and policy-related tasks.

### Key Responsibilities

The specific duties of interns will vary based on the department or placement area but may include:

(adsbygoogle = window.adsbygoogle || []).push({});

### Administrative Support

- Assisting in clerical and administrative duties within district and provincial offices.
- Data capturing, filing, and organizing educational records.
- Supporting communication between schools, educators, and the department.

### Curriculum & Learning Support

- Assisting subject advisors and curriculum specialists in developing learning materials.
- Supporting teachers with lesson preparation and classroom management.
- Conducting research and assisting in educational projects.

### IT & E-Learning Support

- Providing technical support for digital learning initiatives.
- Assisting in managing and maintaining ICT infrastructure in schools.
- Supporting e-learning programs and online education initiatives.

### Human Resources & Finance

- Supporting HR functions such as recruitment, payroll, and leave management.

### Hiring organization

Free State Department of Education

### Employment Type

Intern

### Duration of employment

12-months

### Industry

Education Administration Programs

### Job Location

South Africa, South Africa

### Working Hours

09

### Date posted

March 16, 2025

### Valid through

March 16, 2026

- Assisting with budgeting, procurement, and financial reporting tasks.

### **Special Education & Social Services**

- Assisting in special needs education programs.
- Supporting school counselors and psychologists in providing learner support.
- Participating in school nutrition and wellness programs.

### **Eligibility Criteria**

#### **Minimum Requirements:**

- South African citizen and resident of the Free State Province.
- A diploma or degree in Education, Public Administration, Social Sciences, Human Resources, Finance, IT, or related fields.
- Applicants must be between 18 and 35 years old.
- Unemployed graduates or students requiring workplace experience for qualification purposes.
- No prior work experience is required.

#### **Preferred Skills and Attributes:**

- Strong communication and interpersonal skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Passion for education and community development.
- Willingness to travel within the province when necessary.

### **Benefits of the Internship**

- Practical work experience in the public education sector.
- Skill development in administration, curriculum support, and education management.
- Exposure to government policies and programs.
- Monthly stipend to support living expenses.
- Certification of completion to enhance employability.

### **Application Process**

Interested candidates should submit the following:

(adsbygoogle = window.adsbygoogle || []).push({});

- A detailed CV.
- Certified copies of qualifications and academic transcripts.
- Certified copy of South African ID.
- Proof of residence in the Free State.
- Motivational letter (optional but recommended).

### **How to Apply**

Applications should be sent via email or hand-delivered to the nearest Free State Department of Education district office. Keep an eye on official departmental websites and social media pages for announcements regarding application openings.

**Closing Date:** Varies based on intake cycles. Check official channels for updates.