https://internforza.online/job/gauteng-department-of-education-internship-programme/

Gauteng Department of Education Internship Programme | GDE

Hiring organization
Gauteng Department of Education

Employment Type
Intern

Duration of employment
12-months

Industry
Primary and Secondary Education

Job Location
Johannesburg, Gauteng, South Africa, Johannesburg, Gauteng, South Africa

Working Hours
09

Date posted
April 14, 2026

Valid through
March 17, 2026

Job Overview

The Gauteng Department of Education (GDE) is offering internship opportunities for unemployed graduates to gain valuable experience in the education sector. This program aims to equip young professionals with practical workplace skills and knowledge to enhance their future employment prospects.

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Key Responsibilities

Interns will be placed in various GDE offices and schools based on their academic background and career interests. Responsibilities may include:

- Assisting with administrative and clerical tasks in different GDE offices.
- Supporting teachers and school management with educational programs.
- Conducting research and compiling reports on educational policies.
- Engaging with learners and communities through education outreach initiatives.
- Assisting with IT, finance, HR, and curriculum development support functions.
- Helping with communication, marketing, and stakeholder relations.
- Learning about government policies, school governance, and service delivery processes.
- Attending training sessions, mentorship programs, and workshops.

Departments Offering Internships

Internship opportunities are available in various fields, including:

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- Education Management & Administration
- Curriculum Development & Teaching Support
- Human Resources & Labour Relations
- Finance & Accounting
- Information Technology & Digital Learning
- Policy & Research Development
- School Governance & Compliance
- Marketing & Public Relations

Qualifications and Requirements

To qualify for the GDE Internship Program, applicants must:

- Be South African citizens residing in Gauteng.
- Be aged 18 to 35 years.
- Hold a Diploma or Degree in Education, Public Administration, HR, IT, Finance, or a related field.
- Be currently unemployed and not enrolled in another internship program.
- Have strong communication and interpersonal skills.

- Be willing to work in a public service and educational environment.
- Have basic computer literacy (Microsoft Office proficiency preferred).

Why Join the GDE Internship Program?

- Gain practical experience in the education sector.
- Work with experienced professionals in government and education.
- Enhance career prospects in teaching, administration, and policy development.
- Contribute to improving education in Gauteng communities.

Application Process
Interested applicants must submit:

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- Updated CV with contact details.
- Certified copies of ID and academic qualifications (not older than 6 months).
- Certified academic transcripts for verification.
- Cover letter outlining career aspirations and motivation for applying.
- Completed GDE internship application form (available online or at GDE offices).

Applications should be submitted via the GDE online portal or designated regional offices.