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Kagiso Trust Internship Opportunities 2025/2026 – Apply Now

Description

Kagiso Trust is one of South Africa's leading development agencies working to overcome poverty by developing and implementing scalable, innovative models for education, institutional capacity building, and socio-economic development. We are committed to building a more just, equal, and empowered society.

As part of our youth development initiatives, we are inviting qualified and passionate graduates to apply for the Kagiso Trust Internship Programme 2025/2026, based at our Johannesburg office.

Available Internship Opportunities

1. Executive Office Intern

Reference No: EO2025JHB

Minimum Requirements:

- National Diploma or Degree
- Strong computer literacy (MS Word, Excel, Outlook, PowerPoint)

Key Duties:

- Provide administrative and coordination support to the Executive Office
- Assist in preparing reports, presentations, and communication materials
- Schedule and manage diaries, meetings, and travel for 4 Executives
- Coordinate stakeholder engagements
- Take meeting minutes and manage records
- Conduct basic research and compile briefing documents
- Book travel for Executives and Trustees when required

2. Education Researcher Intern

Reference No: EDU2025JHB

Minimum Requirements:

- National Diploma or Degree (*Honours degree is advantageous*)

Key Duties:

- Research national and international education policies
- Collate and analyse education-related data
- Document KT's Education Development Model
- Monitor education trends and research reports
- Conduct beneficiary feedback sessions
- Handle research queries and support advocacy efforts
- Administer the Learning Management System

Hiring organization

Kagiso Trust

Employment Type

Intern

Duration of employment

12-months

Industry

Non-profit Organizations

Job Location

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

Working Hours

09

Date posted

July 7, 2025

Valid through

07.07.2029

3. Civil Society Support Programmes (CSSP) Intern

Reference No: *CSS2025JHB*

Minimum Requirements:

- Grade 12 certificate (*Diploma or Degree preferred but not essential*)

Key Duties:

- Support community development and NGO sector initiatives
- Assist in planning events, logistics, and minute-taking
- Engage stakeholders and contribute to organisational development

4. Company Secretariat & Legal Intern

Reference No: *CSL2025JHB*

Minimum Requirements:

- Chartered Governance Certificate or equivalent

Key Duties:

- Facilitate board and committee meetings
- Take minutes and manage governance documentation
- Draft board resolutions and communicate with regulators

- Review internal policies and governance frameworks

5. Communications and Marketing Intern

Reference No: *CM2025JHB*

Minimum Requirements:

- National Diploma or Degree in Marketing, Journalism, Copywriting, Public Relations, or similar

Key Duties:

- Assist with digital marketing and event management
- Contribute to graphic design and copywriting projects
- Support overall marketing and communication strategies

Required Skills and Competencies

- Strong written and verbal communication skills
- Excellent interpersonal skills
- Detail-oriented and organised
- Self-motivated and proactive
- Ability to multitask and prioritise
- Willingness to travel at short notice
- High levels of confidentiality and professionalism
- Basic computer skills and tech-savviness

How to Apply

Submit the following documents via email to:

recruitment@kagiso.co.za

Required Documents:

- Certified Grade 12/NQF 4 certificate
- Certified copy of ID
- Certified academic transcript
- CV (short and concise)
- Motivational letter (Why your application should be considered)

Note:

- Indicate the Reference Number of the internship you are applying for in the email subject line
- CV and motivational letter must not exceed 3 pages
- Incomplete applications or those missing academic transcripts will not be considered
- Only unemployed applicants who have never participated in an internship in the relevant field may apply
- Applicants who hide previous internship experience will be disqualified if discovered later