

<https://internforza.online/job/kagiso-trust-internships/>

Apply for Kagiso Trust Graduate Internships 2025/2026 Before 31 July

Description

Kagiso Trust is proud to offer its Internship Programme for 2025 / 2026, aimed at empowering South African youth by providing practical, work-based experience. If you're an unemployed graduate aged between 18 and 35, this is your opportunity to gain valuable skills while contributing to impactful development work in South Africa.

The internship programme runs for 12 months and spans multiple departments, providing real-world exposure to dynamic and meaningful work in various disciplines.

Available Internship Positions & Requirements:

1. Socio-Economic Development Intern

Ref No: SED2025JHB

Qualification: National Diploma or Degree in Agricultural Economics or Agricultural Studies

Key Duties:

- Impact fund management, SMME policy analysis
- Business model building & stakeholder engagement
- Socio-economic programme design and evaluation

2. Programme Management & Research Intern

Ref No: PMR2024JHB

Qualification: National Diploma or Degree in Project Management / Development Studies / Social Sciences

Key Duties:

- Programme documentation and meeting coordination
- Research and trends monitoring
- MERL reporting and digitisation support

3. Policy Development Intern

Ref No: PD2025JHB

Qualification: Degree in Development Policy, Political Sciences, Economics, Humanities, or Social Sciences

Key Duties:

- Policy tracking and drafting
- Stakeholder coordination
- Advocacy events planning and reporting

4. Local Government Support Intern

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

June 29, 2025

Valid through

29.06.2029

Ref No: LGS2025JHB

Qualification: National Diploma or Degree in Project Management

Key Duties:

- Project and revenue management
- Stakeholder engagement and data collection

5. Information Technology Intern

Ref No: ICT2025JHB

Qualification: Diploma or Degree in IT, Computer Science, or Systems Management

Key Duties:

- ICT support and database management
- Software/hardware maintenance and performance monitoring

6. HR Intern

Ref No: HR2025JHB

Qualification: National Diploma or Degree in Human Resources

Key Duties:

- HR admin, payroll assistance, recruitment support
- Staff induction and training coordination

7. Finance Intern

Ref No: FIN2025JHB

Qualification: Diploma or Degree in Finance or Accounting

Key Duties:

- AP/AR processing, asset management
- Audit preparation and risk register updates

8. Executive Office Intern

Ref No: EO2025JHB

Qualification: Diploma or Degree (any field)

Key Duties:

- Executive diary management and travel logistics
- Administrative support, minute-taking, and presentation prep

9. Education Researcher Intern

Ref No: EDU2025JHB

Qualification: National Diploma or Degree (Honours preferred)

Key Duties:

- Research and analysis of education policies
- Administer Learning Management System
- Monitoring and reporting education trends

10. Civil Society Support Programmes (CSSP) Intern

Ref No: CSS2025JHB

Qualification: Grade 12 (Diploma or Degree preferred)

Key Duties:

- Event logistics, community development support
- Stakeholder networking and minute-taking

11. Company Secretariat & Legal Intern

Ref No: CSL2025JHB

Qualification: Chartered Governance Certificate or equivalent

Key Duties:

- Meeting facilitation, minute-taking, and statutory returns
- Resolution drafting and governance document reviews

12. Communications and Marketing Intern

Ref No: CM2025JHB

Qualification: Diploma or Degree in Marketing, PR, Journalism, or Copywriting

Key Duties:

- Digital marketing, graphic design, and content creation
- Event planning and campaign management

General Requirements:

- South African citizenship
- Aged between 18–35 years
- Unemployed and not previously part of an internship in the same field
- Must not have prior employment in the field of the internship

Skills and Competencies:

- Strong written and verbal communication
- Interpersonal and organizational skills
- High attention to detail
- Willingness to learn and take initiative
- Ability to multitask under pressure
- Discretion and confidentiality
- Willingness to travel if required

Required Documents:

- Certified copy of Grade 12/NQF Level 4 certificate
- Certified ID copy
- Certified academic transcripts
- CV (maximum 3 pages)
- Motivational letter

Note: Applications without transcripts or the correct reference number in the subject line will not be considered.

How to Apply:

Submit your application to recruitment@kagiso.co.za

Subject Line: Include the Reference Number of the internship you are applying for.