UFS Internship Programme in 2025 | Jobs SA

Job Description

UFS invites applications for its Graduate Internship Programme aimed at unemployed South African graduates who are passionate about contributing to a higher education environment. Interns will be placed in various academic and administrative departments, aligned with their qualifications and career goals.

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Available Internship Fields

- Administration

- Human Resources

- Finance and Accounting

- Information and Communication Technology (ICT)

- Marketing and Communication

- Student Support Services

- Education and Research Support

Key Responsibilities

- Assist with administrative and operational tasks within the assigned department

- Conduct research, compile reports, and support project implementation

- Participate in meetings, training, and university activities

- Learn and apply institutional policies and procedures

- Collaborate with staff and contribute to departmental goals

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Requirements

- South African citizen between the ages of 18 and 35

- Completed a relevant National Diploma or Degree (NQF Level 6 and above)

- Must be unemployed and not currently enrolled in another internship

- Strong communication, organizational, and interpersonal skills

Hiring organization
University of the Free State

Employment Type
Intern

Duration of employment
12-months

Industry
IT Services and IT Consulting

Job Location
South Africa, 9300, South Africa

Working Hours
09

Date posted
April 18, 2025

Valid through
April 18, 2026

- Eagerness to learn in a higher education environment

- Proficiency in Microsoft Office Suite

Benefits

- Valuable work experience in a reputable academic institution

- Exposure to university operations and professional environments

- Monthly stipend

- Mentorship and professional development support

How to Apply?

To apply for the University of the Free State (UFS) Internship Programme, please follow the steps below:

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- **Prepare Your Application Documents**
  Ensure you have the following documents ready (all certified where necessary):

    - A detailed and updated CV

    - A motivational cover letter explaining your interest in the internship

    - Certified copies of your academic qualifications and transcript(s)

    - Certified copy of your South African ID

- **Submit Your Application**
  Email your complete application

- **Deadline for Applications**
  Submit your application on or before Insert Deadline Date.
  Incomplete or late applications may not be considered.

- **After You Apply**

    - Only shortlisted candidates will be contacted

    - Interviews may be conducted in person or online

    - Final selection is subject to reference checks and verification of qualifications