



<https://internforza.online/job/ufs-internship-programme/>

## 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

### 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

- Strong communication, organizational, and interpersonal skills
- 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