

## Universal Service and Access Agency of South Africa Internships 2025 / 2026 | USAASA Internships

### Description

The Universal Service and Access Agency of South Africa (USAASA) invites unemployed South African graduates to apply for its 2025/2026 Internship Programme. This is a fantastic opportunity to gain practical experience in the public sector, working in a dynamic and impactful organisation dedicated to digital inclusion across the country.

- **Duration:** 12-month contract
- **Stipend:** R7 450.62 per month

### Available Internship Opportunities 2025

#### 1. Business Applications Internship

**Ref No:** 01/08/2025

##### Requirements:

- Degree in Information Technology, Computer Science, or Engineering

##### Key Responsibilities:

- Develop and automate business processes and digital tools
- Maintain and enhance performance monitoring applications
- Create interactive dashboards using Power BI, Excel VBA, or open-source tools
- Support ICT-based document and knowledge systems
- Gain experience in IT governance and digital infrastructure

#### 2. Office of the CEO Internship

**Ref No:** 06/2025

##### Requirements:

- Higher Certificate, Diploma, or Degree in Business Management, Business Administration, or Office Management

##### Skills:

- Strong Microsoft Office proficiency
- Excellent communication and multitasking abilities
- Knowledge of virtual platforms like Teams and Zoom

##### Key Responsibilities:

- Provide admin and coordination support to the CEO
- Manage databases, maintain records, and support strategic initiatives

### Hiring organization

Universal Service and Access Agency of South Africa

### Employment Type

Intern

### Duration of employment

12-months

### Industry

Private

### Job Location

Pretoria, Gauteng, South Africa,  
Pretoria, Gauteng, South Africa

### Working Hours

09

### Date posted

June 4, 2025

### Valid through

04.06.2028

### 3. Human Resources Internship

**Ref No:** 06/2025

**Requirements:**

- Diploma or Degree in Human Resources, Industrial Psychology, or Administration

**Skills:**

- Strong MS Office skills
- Database management and accurate record-keeping
- Comfortable using digital communication tools

**Key Responsibilities:**

- Support HR operations and services
- Align HR practices with modern organisational needs

### 4. IT Business Analyst Internship

**Ref No:** 09/2025

**Requirements:**

- Diploma or Degree in Information Technology or related field
- *ITIL certification is advantageous*

**Key Responsibilities:**

- Analyse and document business processes
- Create process flow diagrams and perform gap analysis
- Collaborate with departments to translate needs into technical requirements

### 5. Monitoring and Evaluation Internship

**Ref No:** 02/08/2025

**Requirements:**

- Diploma or Degree in Internal Auditing, Social Sciences, Public Administration, or related fields

**Key Responsibilities:**

- Collect and analyse data for performance reports
- Assist in audit tracking, M&E tool development, and strategic planning
- Understand government reporting and auditing standards

### 6. Operations Internship

**Ref No:** 05/2025

**Requirements:**

- Diploma or Degree in Business Administration, Business Management, or Project Management

**Skills:**

- Advanced MS Office skills
- Excellent organisational and record-keeping abilities
- Attention to detail and multitasking

**Key Responsibilities:**

- Assist with implementation and monitoring of Broadcasting Digital Migration (BDM) projects
- Support evaluation and project tracking

**7. Risk Management Internship**

**Ref No:** 07/2025

**Requirements:**

- Diploma or Degree in Accounting, Internal Auditing, or Risk Management

**Skills:**

- Strong analytical, planning, and communication skills
- Computer literacy and attention to detail

**Key Responsibilities:**

- Support risk management frameworks and documents
- Maintain risk registers and prepare reports
- Assist in risk assessments and coordination meetings

**How to Apply**

Submit your CV and supporting documents to [recruitment@usaasa.org.za](mailto:recruitment@usaasa.org.za).

*Please ensure you mention the correct Reference Number and Internship Title in the email subject line.*

**Who Should Apply?**

This internship programme is ideal for recent South African graduates who are currently unemployed and eager to gain hands-on work experience in a professional, public-sector environment. If you're driven, passionate about your field, and ready to grow your career—USAASA wants you on their team.