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

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

Description

The Universal Service and Access Agency of South Africa (USAASA) invites unemployed South African graduates to apply for its 2026/2027 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

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.

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.