

## DPSA Internships 2024 / 2025 New Hiring

### Description

The Department of Public Service and Administration (DPSA) in South Africa offers internship opportunities to enthusiastic individuals who are eager to gain practical work experience in the public service sector. As a DPSA Intern, you will have the chance to contribute to the country's governance and public administration while developing valuable skills and knowledge.

### Responsibilities

- Assist with research and analysis: Conduct research on various topics related to public service and administration, gather relevant data, and contribute to reports and policy documents. Assist in analyzing information to support evidence-based decision-making.
- Administrative support: Provide administrative support to departmental units, including organizing meetings, preparing agendas, taking minutes, and maintaining records and filing systems. Assist in managing correspondence and communications.
- Policy development: Contribute to the development and review of policies, guidelines, and frameworks related to public service and administration. Assist in drafting policy documents and conducting policy analysis.
- Project support: Assist in the planning, implementation, and monitoring of departmental projects. Contribute to project documentation, including progress reports and evaluations.
- Stakeholder engagement: Support the department in engaging with various stakeholders, such as government officials, public service employees, and external organizations. Assist in organizing workshops, seminars, and events to promote collaboration and knowledge sharing.
- Learning and development: Actively participate in training programs, workshops, and seminars to enhance your understanding of public service principles, policies, and procedures. Take initiative to expand your knowledge and skills relevant to your role.
- Adhere to regulations: Comply with all relevant legislation, regulations, and policies governing the public service. Maintain confidentiality and professionalism in handling sensitive information.

### Qualifications

- Education: Currently pursuing or recently completed a relevant qualification in public administration, political science, social sciences, or a related field. Specific requirements may vary for different internship positions within the DPSA.
- Knowledge: Basic understanding of public service principles, policies, and procedures in South Africa. Familiarity with relevant legislation and regulations is desirable. Proficiency in MS Office suite (Word, Excel, PowerPoint) and research tools.
- Skills:
  - Strong analytical and research skills.
  - Excellent written and verbal communication abilities.
  - Attention to detail and accuracy in data analysis.
  - Organizational and time management skills.
  - Ability to work effectively in a team and independently.

### Hiring organization

DPSA

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Govt

### Job Location

Bloemfontein, Free State, South Africa, 9300, Bloemfontein, Free State, South Africa

### Working Hours

09

### Date posted

November 2, 2024

### Valid through

04.06.2028

- Adaptability and willingness to learn.
- Problem-solving and critical thinking skills.
- Personal attributes: Professionalism, integrity, and ethical conduct. Ability to maintain confidentiality and handle sensitive information. Strong interpersonal skills and the ability to build effective relationships with colleagues and stakeholders.

## Job Benefits

- Practical Work Experience: Interning at the Department of Public Service and Administration allows individuals to gain valuable hands-on experience in the public service sector. This experience can enhance their resume and provide them with a competitive edge in future job applications.
- Learning and Development Opportunities: Interns are often provided with training programs, workshops, and seminars to enhance their knowledge and skills in areas relevant to public service and administration. These learning opportunities can contribute to their professional growth and personal development.
- Networking: Internships provide opportunities to connect with professionals working in the public service sector. Building relationships and networking with colleagues, supervisors, and other stakeholders can be valuable for future career prospects.
- Mentorship and Guidance: Interns may have access to mentors or supervisors who can provide guidance and support throughout their internship. They can receive feedback on their work, learn from experienced professionals, and gain insights into the industry.
- Exposure to Policy and Decision-Making Processes: Interns at the DPSA may have the chance to contribute to policy development, research, and analysis. This exposure allows them to understand the intricacies of public administration, decision-making processes, and the formulation of policies.
- Stipend or Allowance: In some cases, DPSA internships may offer a stipend or allowance to cover expenses related to transportation or daily living costs. The availability and amount of financial support may vary depending on the specific internship program.

## Contacts

- Research Available Internship Opportunities: Visit the official Department of Public Service and Administration (DPSA) website or other relevant sources to identify any available internship programs. Look for specific information on eligibility criteria, application deadlines, and application procedures.
- Review the Requirements: Carefully read through the internship requirements to ensure you meet the necessary qualifications, educational background, and any other specified criteria. Note any additional documents or information you may need to provide during the application process.
- Prepare Application Documents: Gather all the required documents and information, which may include:
  - A well-crafted resume or curriculum vitae (CV) highlighting your relevant education, skills, and experiences.
  - A cover letter expressing your interest in the DPSA internship program and explaining how your qualifications align with the internship requirements.
  - Certified copies of your academic transcripts or qualifications.
  - Copies of any additional certifications, if applicable.
  - Identification documents, such as your South African ID or passport.
  - Any other documents specified in the internship program's application guidelines.

- **Submit Application:** Follow the application instructions provided by the DPSA or the specific internship program. This may involve submitting your application documents through an online application portal, via email, or by postal mail. Ensure that you submit your application before the stated deadline and that all required documents are included.
- **Follow-Up:** After submitting your application, you may consider following up with the DPSA or the internship program's contact person to confirm receipt of your application. This step demonstrates your enthusiasm and interest in the opportunity.
- **Selection Process:** The DPSA or the internship program will review the applications and select candidates based on their qualifications, experience, and other relevant factors. If you are shortlisted, you may be invited for interviews, assessments, or further evaluation stages as part of the selection process. Be prepared to showcase your skills, knowledge, and enthusiasm during these stages.
- **Notification of Selection:** Once the selection process is completed, the DPSA or the internship program will inform the selected candidates. If you are selected, you may receive an offer letter outlining the internship details, including the duration, start date, and any further instructions.