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Gauteng Department of Education Internships For Undergraduate 2024

Description

Are you looking for an opportunity to gain practical work experience in the field of education? The Gauteng Department of Education is offering internship positions to motivated individuals like you. This internship program aims to provide valuable insights into the department's operations while enhancing your skills and knowledge in the education sector.

Responsibilities

- Assist in developing and implementing educational programs and initiatives.
- Support teachers and school staff with administrative tasks.
- Coordinate and execute educational events, workshops, and conferences.
- Conduct research and analysis on educational policies, practices, and trends.
- Collect, enter, and analyze data to support educational planning and decision-making.
- Contribute to the development of curriculum materials and resources.
- Monitor and evaluate educational programs and projects.
- Collaborate with colleagues and stakeholders to ensure effective communication and coordination.

Qualifications

- Completed or pursuing a relevant qualification in education, social sciences, or a related field.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively in a team environment.
- Strong organizational and time management skills.
- Attention to detail and accuracy in work.
- Passion for education and a commitment to improving educational outcomes.
- Knowledge of educational policies and practices will be advantageous.
- South African citizenship or a valid work permit.

Job Benefits

- Gain practical work experience and exposure to the education sector.
- Develop valuable skills and knowledge through hands-on experience and training.
- Work closely with experienced professionals in the field.
- Contribute to meaningful educational initiatives and make a positive impact.
- Receive a stipend or financial compensation as per the department's policy.
- Network with professionals and organizations in the education sector.

Contacts

Hiring organization

Gauteng Department of Education

Employment Type

Intern

Duration of employment

3 Months

Industry

Govt

Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

November 28, 2024

Valid through

29.05.2025

- Submit a comprehensive CV (Curriculum Vitae) and a cover letter explaining your interest in the internship program and how it aligns with your career goals.
- Include copies of relevant academic transcripts or certificates.
- Provide contact details of at least two references who can attest to your skills and qualifications.
- Submit applications online through the designated application portal or via email, as specified in the official internship advertisement.
- Shortlisted candidates will be contacted for interviews and further assessment.
- Successful candidates will receive notifications and additional details regarding the internship.