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The Presidency: Internships 2024 / 2025 Latest Opportunities

Description

As an Internship Program Participant at The Presidency, you will have the unique opportunity to immerse yourself in the dynamic world of governance and public service. Under the guidance of experienced professionals, you will gain valuable insights into the inner workings of a presidential institution, contribute to meaningful projects, and develop essential skills for a successful career in public affairs.

Responsibilities

- Assist in research and analysis on various policy issues and initiatives.
- Support the planning and execution of presidential events, meetings, and conferences.
- Draft correspondence, speeches, and briefing materials for senior leadership.
- Collaborate with cross-functional teams on special projects and initiatives.
- Engage in administrative tasks to support the efficient functioning of the office.

Qualifications

- Currently enrolled in an undergraduate or graduate program, or recent graduate.
- Demonstrated interest in politics, government, public policy, or related fields.
- Strong communication, research, and analytical skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Attention to detail and a commitment to excellence.
- Proficiency in Microsoft Office Suite and other relevant software applications.

Job Benefits

- Mentorship from seasoned professionals in the field.
- Networking opportunities with leaders in government, diplomacy, and academia.
- Exposure to high-profile projects and initiatives.
- Flexible scheduling options to accommodate academic commitments.
- Potential for academic credit or stipend, based on eligibility and performance.

Contacts

Please submit a resume, cover letter, and any additional materials demonstrating your qualifications and interest in the internship program. In your cover letter, please specify your availability and preferred areas of focus within The Presidency. Applications will be reviewed on a rolling basis, and candidates selected for interviews will be contacted directly.

Hiring organization

The Presidency

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Tshwane, Gauteng, South Africa, 0001, Tshwane, Gauteng, South Africa

Working Hours

09

Date posted

November 4, 2024

Valid through

19.02.2028

Join us at The Presidency and embark on a transformative journey to shape the future of governance and public service. We look forward to welcoming passionate and driven individuals who share our commitment to leadership and excellence.