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Department of Women: Internships 2024 / 2025 New Application

Description

We are seeking passionate and driven interns to join our Department of Women team. This internship program offers an exciting opportunity for individuals interested in contributing to meaningful initiatives, gaining practical experience, and supporting our mission to create a more inclusive and equitable society.

Responsibilities

- **Research and Analysis:** Conduct research on issues related to women's empowerment, youth development, and the rights of persons with disabilities. Analyze data, policies, and programs to support evidence-based decision-making.
- **Support Initiatives:** Assist in the planning, coordination, and implementation of projects and programs aimed at promoting gender equality, youth participation, and inclusivity for persons with disabilities.
- **Outreach and Communication:** Contribute to the development of communication materials, including social media content, newsletters, and reports. Assist in organizing events, workshops, and campaigns to raise awareness and advocate for relevant causes.
- **Administrative Support:** Provide administrative assistance, including but not limited to scheduling meetings, maintaining databases, preparing presentations, and organizing documentation.

Qualifications

- Currently enrolled in a relevant undergraduate or graduate program (e.g., Gender Studies, Social Sciences, International Development, Public Policy, etc.)
- Strong passion for and commitment to advancing gender equality, youth empowerment, and the rights of persons with disabilities.
- Excellent research, analytical, and communication skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in MS Office Suite and familiarity with research tools and databases is advantageous.

Job Benefits

- Opportunity to work alongside experts and professionals in the field.
- Hands-on experience in contributing to impactful initiatives and projects.
- Networking opportunities and exposure to various facets of policy-making and implementation.
- Potential for professional growth and mentorship within the department.

Contacts

- **Prepare Your Documents:** Ensure you have your resume, a compelling cover letter that highlights your passion for the cause, and any other relevant

Hiring organization

Department of Women, Youth and Persons with Disabilities

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 8, 2024

Valid through

09.01.2028

supporting documents, such as academic transcripts or recommendation letters, ready for submission.

- **Visit the Department's Application Portal/Website:** Go to the designated portal or website where applications are accepted. This might be the company's official website or a dedicated application platform.
- **Find the Internship Posting:** Look for the specific internship position within the Department of Women. The job posting will usually contain detailed information about the role, responsibilities, qualifications, and benefits.
- **Submit Your Application:** Follow the instructions provided on the application platform. Typically, you'll be asked to fill out a form with your personal details, upload your resume and cover letter, and possibly any additional documents requested.
- **Review and Confirm:** Before submitting, double-check that all the information provided is accurate and that you have uploaded the correct documents.
- **Submit Your Application:** Once you're confident everything is in order, submit your application before the specified deadline.
- **Follow-Up:** After submitting your application, you might want to follow up with a polite email or phone call within a reasonable timeframe to express your continued interest in the position and inquire about the status of your application.