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SEDA: Office Admin Internships 2026/27 New Application

Description

Join us for an enriching office administration internship program designed to offer hands-on experience and insight into administrative operations within a government agency. As an intern, you'll work closely with experienced professionals, assisting in various administrative tasks and gaining valuable skills in office management.

Responsibilities

- Provide support in general office administration duties, including filing, data entry, and correspondence handling
- Assist in organizing meetings, workshops, and other administrative events
- Contribute to maintaining office supplies and inventory management
- Aid in handling inquiries and providing assistance to visitors and clients
- Collaborate with team members to ensure efficient office operations

Qualifications

- Pursuing or recently completed a relevant qualification in office administration or a related field
- Strong organizational skills with keen attention to detail
- Proficiency in basic computer applications (MS Office suite, email, etc.)
- Excellent communication skills, both written and verbal
- Ability to multitask and work effectively in a team environment

Job Benefits

- **Hands-on Experience:** Gain practical exposure to various aspects of office administration, enhancing your skills and knowledge in this field.
- **Mentorship and Guidance:** Receive guidance and mentorship from experienced professionals within the agency, providing valuable insights and support throughout the internship.
- **Professional Development:** Opportunity to refine administrative skills, organizational abilities, and interpersonal communication within a supportive environment.
- **Networking Opportunities:** Engage with professionals and stakeholders in the small enterprise development sector, expanding your professional network.
- **Career Growth:** Successful completion of the internship may lead to potential career opportunities within SEDA or similar organizations, offering a foundation for future roles in office administration or related fields.
- **Learning Environment:** Work in an environment that fosters learning and encourages innovative approaches to office administration practices.
- **Exposure to Government Operations:** Gain an understanding of administrative processes within a government agency, contributing to a broader understanding of public sector operations.

Contacts

Hiring organization
SEDA

Employment Type
Intern

Duration of employment
3 Months

Industry
Government Administration

Job Location
Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South Africa

Working Hours
09

Date posted
April 29, 2026

Valid through
14.02.2028

Submit your application, including a detailed resume and cover letter explaining your interest and suitability for the office admin internship position.

Join SEDA for an engaging internship experience and contribute to the success of small enterprises through effective office administration.