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## Small Enterprise Development Agency (SEDA) Internships (2026 / 2027) Apply Now

### Description

SEDA is offering exciting internship opportunities for motivated individuals who are passionate about small enterprise development. As a SEDA intern, you will have the chance to work alongside experienced professionals in a dynamic and collaborative environment. This internship program is designed to provide practical experience and exposure to various facets of small business support, equipping interns with valuable skills for their future careers.

### Responsibilities

- 1. Research and Analysis:**
  - Conduct market research to identify trends and opportunities for small enterprises.
  - Analyze data to generate insights that contribute to the development of effective support strategies.
- 2. Client Engagement:**
  - Interact with entrepreneurs and small business owners to understand their needs and challenges.
  - Assist in delivering workshops and training sessions to enhance business skills.
- 3. Program Support:**
  - Contribute to the planning and execution of SEDA programs and initiatives.
  - Assist in the development of resource materials for small business education.
- 4. Administrative Tasks:**
  - Provide administrative support to various departments within SEDA.
  - Assist in maintaining accurate records and documentation.

### Qualifications

- Currently enrolled in a relevant undergraduate or graduate program.
- Strong interest in small enterprise development and entrepreneurship.
- Excellent communication and interpersonal skills.
- Analytical mindset with the ability to synthesize information effectively.
- Proactive and able to work independently as well as part of a team.

### Job Benefits

- Gain hands-on experience in the field of small enterprise development.
- Networking opportunities with industry professionals.
- Exposure to diverse projects and initiatives within SEDA.
- Mentorship and guidance from experienced professionals.

### Contacts

- 1. Prepare Your Application Materials:**

### Hiring organization

Small Enterprise Development Agency

### 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

May 6, 2026

### Valid through

14.02.2028

- Update your resume to highlight relevant education, skills, and experiences.
  - Write a compelling cover letter expressing your interest in the internship and explaining how your skills align with the responsibilities outlined in the job description.
- 2. Check Application Deadline:**
- Be aware of the application deadline mentioned in the job description.
- 3. Submit Your Application:**
- Send your application materials to the specified email address mentioned in the job description. Ensure that you attach both your resume and cover letter.
  - Use a clear and professional email subject line, such as “Application for SEDA Internship – [Your Name].”
- 4. Include Necessary Information:**
- In your email, include any additional information requested in the job description, such as availability, contact details, or academic information.
- 5. Follow-Up:**
- If a deadline for responses is provided, be patient until that date. If not, you may consider following up with a polite email after a reasonable amount of time (typically a week or two) to inquire about the status of your application.
- 6. Prepare for Potential Interviews:**
- If shortlisted, you may be contacted for an interview. Prepare by researching SEDA, understanding their initiatives, and being ready to discuss your skills and experiences in more detail.
- 7. Express Enthusiasm:**
- In your application and any subsequent communication, express your genuine enthusiasm for the internship opportunity and your interest in contributing to small enterprise development.