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University of Johannesburg (UJ): YES Internships 2026/27 Apply Online

Description

The University of Johannesburg is seeking a dynamic and enthusiastic individual to join our team as the YES (Youth Employment Service) Internship Program Coordinator. This position presents a unique opportunity to contribute to the professional development of young talent while supporting the university's commitment to creating meaningful employment opportunities for South African youth.

Responsibilities

1. Program Coordination:

- Design, plan, and coordinate the YES Internship Program in collaboration with various departments within the university.
- Develop and implement program strategies to align with organizational goals and objectives.
- Ensure compliance with YES program requirements and reporting standards.

2. Stakeholder Engagement:

- Collaborate with local businesses, industry partners, and government agencies to identify internship opportunities.
- Build and maintain strong relationships with external stakeholders to enhance the success of the program.
- Act as a liaison between the university and participating organizations.

3. Intern Support and Development:

- Provide guidance and support to interns throughout their placement, fostering a positive and enriching experience.
- Implement training and development initiatives to enhance interns' skills and employability.
- Monitor and evaluate intern progress, addressing challenges and ensuring a successful internship experience.

4. Program Promotion:

- Develop marketing materials and communication strategies to promote the YES Internship Program.
- Participate in outreach activities to attract potential interns and partner organizations.
- Represent the university at relevant events and forums to showcase the program.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Education, or a related field.
- Proven experience in program coordination, preferably in internship or youth development programs.
- Strong project management skills with the ability to multitask and meet deadlines.

Hiring organization

University of Johannesburg

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

May 6, 2026

Valid through

14.02.2028

- Excellent communication and interpersonal skills.
- Knowledge of YES program regulations and guidelines is an advantage.
- Passion for youth development and commitment to fostering employment opportunities.

Job Benefits

- **Competitive Salary:** We offer a competitive salary to recognize and reward your skills, expertise, and contributions to the success of the YES Internship Program.
- **Professional Development Opportunities:** As part of a leading academic institution, you will have access to ongoing professional development opportunities, workshops, and training programs to enhance your skills and advance your career.
- **Health and Wellness:** Your well-being is important to us. We provide a comprehensive health benefits package, including medical, dental, and vision coverage, to ensure you and your family are well taken care of.
- **Work-Life Balance:** We understand the importance of work-life balance. Our organization promotes a supportive and flexible work environment, allowing you to maintain a healthy balance between your professional and personal life.
- **Generous Leave Entitlements:** Enjoy a generous leave policy that includes vacation time, public holidays, and additional days off to support your overall well-being and relaxation.
- **Contributory Pension Scheme:** Plan for your future with our contributory pension scheme, ensuring financial security and stability during your retirement years.
- **Collaborative and Inclusive Culture:** Join a diverse and inclusive workplace where collaboration and teamwork are valued. We celebrate diversity and strive to create an environment that is welcoming and respectful of all individuals.
- **Opportunity for Impact:** Be a part of a program that directly contributes to the development and empowerment of South African youth. Your role as the YES Internship Program Coordinator will have a positive impact on the lives and careers of young professionals.
- **Networking Opportunities:** Engage with a broad network of professionals, both within the university and through external partnerships. Build meaningful connections that can further your career and contribute to the success of the YES program.
- **Beautiful Campus Environment:** Experience the vibrant atmosphere of our modern and well-equipped campus in Johannesburg. Enjoy state-of-the-art facilities and a positive working environment that fosters creativity and innovation.

Contacts

1. Prepare Your Documents:

- Update your resume to include your educational background, work experience, and relevant skills.
- Write a cover letter that highlights your motivation for applying and outlines your experience in program coordination, especially in internship or youth development programs.

2. Email Application:

- Send an email with the subject line: "Application for YES Internship Program Coordinator – [Your Full Name]."
- Attach your resume and cover letter to the email. Ensure that the attachments are in PDF or Word format.

3. Include Contact Information:

- In the body of the email, provide your contact information, including your phone number and the best time to reach you.

4. Application Deadline:

- Be sure to submit your application before the deadline. Late applications will not be considered.

5. Confirmation of Receipt:

- Upon receiving your application, you will receive an email confirmation. If you do not receive a confirmation, please follow up to ensure your application was received.