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National School of Government (NSG): Internships 2024

Description

The National School of Government (NSG) is a premier institution dedicated to advancing public service through comprehensive training, research, and professional development. Our mission is to empower individuals with the skills, knowledge, and ethical framework necessary to serve the public effectively. We collaborate with government agencies, educational institutions, and other stakeholders to deliver innovative and impactful programs.

The NSG is seeking motivated and talented individuals to join our internship program. This is a unique opportunity for students and recent graduates to gain hands-on experience in public administration, policy analysis, and government operations. Interns will work closely with experienced professionals, contributing to meaningful projects that support the mission of the NSG.

Responsibilities

- Assist in the development and implementation of training programs and workshops.
- Conduct research on public policy, governance, and administrative practices.
- Support the planning and execution of conferences, seminars, and other events.
- Prepare reports, presentations, and other documentation as required.
- Collaborate with various departments to gain a comprehensive understanding of government operations.
- Participate in meetings and contribute to discussions on policy and administrative matters.
- Perform administrative tasks to support the smooth operation of the NSG.

Qualifications

- Current enrollment in or recent graduation from a Bachelor's or Master's degree program in Public Administration, Political Science, Public Policy, or a related field.
- Strong interest in public service and government operations.
- Excellent research, analytical, and problem-solving skills.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Previous experience in a government or public policy environment is a plus, but not required.

Job Benefits

- Hands-on experience in a dynamic and influential government institution.
- Opportunity to work on projects that have a real impact on public service.
- Mentorship and guidance from experienced professionals.

Hiring organization

National School of Government

Employment Type

Intern

Duration of employment

3 Months

Industry

Professional Training and Coaching

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

June 4, 2024

Valid through

04.06.2028

- Networking opportunities with government officials and other stakeholders.
- A stipend or academic credit may be available depending on the internship structure.

Contacts

1. Prepare Your Application Materials:

- **Resume:** A current and detailed resume highlighting your educational background, relevant work experience, skills, and any extracurricular activities.
- **Cover Letter:** A cover letter explaining your interest in the internship, your career goals, and how your background and skills align with the mission of the NSG.
- **Writing Sample (Optional):** A writing sample that showcases your analytical and communication skills. This could be a research paper, policy analysis, or any relevant document you have authored.

2. Submit Your Application:

- Email your application materials with the subject line “NSG Internship Application – [Your Name].”
- Ensure all documents are attached in PDF format and labeled appropriately (e.g., Resume_John_Doe.pdf, CoverLetter_John_Doe.pdf).

3. Application Review:

- Applications will be reviewed on a rolling basis. Early submission is highly encouraged to increase your chances of being considered.
- Qualified candidates will be shortlisted based on their application materials.

4. Interviews:

- Shortlisted candidates will be contacted to schedule an interview. Interviews may be conducted in person or virtually, depending on your location and availability.
- During the interview, candidates will have the opportunity to discuss their interests, qualifications, and ask questions about the internship program.

5. Selection and Notification:

- Successful candidates will be notified via email with an offer letter and details about the internship program.
- Candidates who are not selected will also be informed via email.

6. Acceptance:

- Candidates offered an internship position must confirm their acceptance by responding to the offer letter within the specified timeframe.
- Additional information regarding the start date, orientation, and any necessary pre-internship documentation will be provided upon acceptance.