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Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

<https://www.jobsafrican.online/job/doj-internships-2/>

## DOJ: Admin Internships 2024 Apply Online

### Description

The Department of Justice and Constitutional Development in Pretoria, South Africa, is offering exciting Administrative Internship opportunities for highly motivated individuals seeking to gain valuable experience in a dynamic and challenging environment. As an Administrative Intern, you will have the chance to contribute to the functioning of one of the key government departments in the country while developing essential skills for your future career.

### Responsibilities

- **Administrative Support:** Provide general administrative support to various departments within the organization, including data entry, filing, and document management.
- **Communication:** Assist in drafting and proofreading official correspondence, reports, and other documents. Ensure effective communication within the department and with external stakeholders.
- **Meeting Coordination:** Schedule and organize meetings, workshops, and events. Prepare meeting agendas, take minutes, and follow up on action items.
- **Record Keeping:** Maintain accurate and up-to-date records, databases, and filing systems. Ensure confidentiality and adherence to data protection regulations.
- **Research Assistance:** Conduct research on legal and administrative topics as assigned, providing summaries and relevant information to support decision-making processes.
- **Customer Service:** Interact with internal and external stakeholders professionally, addressing inquiries and providing assistance as required.
- **Collaboration:** Work collaboratively with colleagues to achieve departmental goals. Contribute positively to the team environment.

### Qualifications

- **Education:** Currently enrolled in a relevant degree program such as Business Administration, Public Administration, or a related field.
- **Skills:** Strong organizational, communication, and interpersonal skills. Proficient in Microsoft Office Suite and basic computer applications.
- **Initiative:** Proactive and able to take initiative in completing tasks. Willingness to learn and adapt to a fast-paced work environment.
- **Attention to Detail:** Meticulous attention to detail and a commitment to producing accurate and high-quality work.
- **Ethics:** Uphold a high level of integrity, confidentiality, and professionalism in all interactions.

### Job Benefits

- **Professional Development:** Gain hands-on experience and exposure to various facets of administrative work within a government department. Receive training and mentorship to enhance your skills and knowledge.

### Hiring organization

Department of Justice and Constitutional Development

### 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

July 7, 2024

### Valid through

05.02.2028

- **Networking Opportunities:** Connect with professionals in the legal and administrative fields, both within the department and through potential interactions with external stakeholders. Build valuable relationships for your future career.
- **Insight into Legal Processes:** Get a unique insight into the legal processes and workings of the Department of Justice and Constitutional Development. Understand the role of administration in supporting legal functions.
- **Stipend:** Receive a competitive stipend for the duration of the internship, helping to cover living expenses and recognizing your contribution to the department.
- **Flexible Work Environment:** Experience a flexible work environment that encourages a healthy work-life balance. Work alongside experienced professionals who value your input and growth.
- **Potential for Future Opportunities:** Exceptional interns may have the opportunity for consideration in future employment opportunities within the department or related government agencies.
- **Resume Enhancement:** Boost your resume with practical work experience in a reputable government organization, making you more competitive in the job market upon completion of the internship.
- **Contribution to Public Service:** Be part of a team dedicated to serving the public and upholding justice. Contribute to the betterment of society by supporting the department's mission and objectives.
- **Access to Resources:** Gain access to departmental resources, including libraries, databases, and training materials, to support your research and learning during the internship.
- **Diverse and Inclusive Workplace:** Be part of a diverse and inclusive workplace that values and respects individuals from all backgrounds. Contribute to a positive and collaborative organizational culture.

## Contacts

1. **Prepare Your Application Documents:**
  - Resume: Include your educational background, relevant work experience (if any), skills, and contact information.
  - Cover Letter: Clearly express your interest in the Administrative Internship position, detailing how your skills and experiences align with the responsibilities outlined in the job description.
  - Academic Transcripts: Provide copies of your academic transcripts to demonstrate your educational background.
2. **Compile Application Materials:**
  - Combine your resume, cover letter, and academic transcripts into a single PDF or Word document for ease of submission.
3. **Submission Method:**
  - Submit your application via email. Ensure that the subject line of your email includes "Application for Administrative Internship – [Your Full Name]."
4. **Application Deadline:**
  - Be mindful of the application deadline. Submissions received after the specified date may not be considered.
5. **Confirmation of Receipt:**
  - Upon submitting your application, you should receive an acknowledgment of receipt. If you do not receive confirmation within a reasonable timeframe, consider following up with the provided contact email.
6. **Interview Process:**
  - Shortlisted candidates will be contacted for an interview. Prepare for

the interview by researching the Department of Justice and Constitutional Development and being ready to discuss your qualifications and interest in the internship.

**7. Selection and Notification:**

- Successful candidates will be notified of their selection. Details regarding the next steps, including onboarding procedures and start dates, will be communicated at this stage.

**8. Important Notes:**

- Ensure that your application is complete and includes all required documents.
- Tailor your cover letter to highlight your specific interest in the Department of Justice and Constitutional Development and how your skills align with the internship role.
- Double-check the accuracy of your contact information to facilitate communication.