

Administration Interns – National Department of Transport | Pretoria

Description

If your degree sits at the intersection of government, policy and administration, this National Department of Transport internship offers a direct entry point into a ministerial-office environment.

The 24-month placement is based in the **Office of the Ministry** at the Department's Pretoria Head Office. Unlike a generic office internship, the setting places graduates close to the administrative and coordination work that supports a national government ministry.

The Department is accepting graduates in Public Administration, Political Science, International Relations, Public Affairs and Management. It has not published a detailed day-to-day duty list for this intake, so applicants should focus first on the confirmed qualification requirements and the Office of the Ministry placement.

Responsibilities

The official vacancy does not provide a fixed task list for this internship. Work will be allocated by the Office of the Ministry after appointment.

Because this is an administration placement, applicants should be prepared for a professional public-sector environment where accurate communication, records, coordination and administrative support may form part of the learning experience. These examples describe the nature of the field and are not additional duties stated in the advert.

Qualifications

A **Bachelor's Degree** is required in one of the following:

- Public Administration
- Political Science
- International Relations
- Public Affairs
- Management

Experience

No previous work-experience requirement is stated in the official vacancy. The opportunity is structured as a graduate internship.

Skills

The Department does not publish a separate mandatory skills checklist. Candidates can strengthen their CV by showing evidence of clear written communication, organisation, attention to detail and relevant university work in public administration or policy where applicable.

Hiring organization

National Department of Transport

Employment Type

Intern

Beginning of employment

To be communicated by the Department

Duration of employment

24 months

Industry

Government – Transport and Public Administration

Job Location

159 Struben Street, 0002, Pretoria, Gauteng, ZA

Working Hours

Not specified in the official advert

Base Salary

8174.75

Date posted

October 5, 2026

Valid through

October 9, 2026

Job Benefits

This is a **24-month government graduate internship** at the National Department of Transport Head Office in Pretoria.

The advertised stipend starts at **R8,174.75 per month** and increases according to the qualification level of the intern.

The placement gives qualifying graduates practical exposure within the Office of the Ministry rather than a general private-sector administration setting.

Contacts

Applications: graduateinternship@dot.gov.za

Enquiries:

Ms Maria Mabitsela – 012 309 3383

Ms Stephlyn Groep – 012 309 3737

Submit the new Z83 form together with a recent updated comprehensive CV. State the post and reference number clearly. Correspondence will be limited to shortlisted candidates.

Official vacancy: <https://erecruit.transport.gov.za/job/administration-interns-dot-grad-2026-01/>

Reference: DOT/GRAD/2026/01 | **Closing date:** 9 October 2026