Free State Legislature
41 Charlotte Maxeke Street
Bloemfontein
Tel: (051) 407 1100

Closing Date: 15 December

Internship Programme - 18 Months

The Free State Legislature invites unemployed graduates to apply for the 2025/26 Internship Programme. Graduates must be South African citizens, between the age of 18 – 35. Applicants must never have been employed in the field of the advertised post before and never participated in an Internship Program.

INTERN: PUBLIC PARTICIPATION AND EDUCATION x1
STIPEND: R90 000 per annum
PREFERRED QUALIFICATION– Matric and National Diploma or Bachelor Degree qualification in Public Management/Administration, Political Science, or Social Sciences. Computer literacy will be an added advantage. Proficient in MS Office.
CORE FUNCTIONS: Administration support. Research and Awareness, facilitating public involvement in legislative and oversight processes, providing platforms for public input and feedback, and empowering citizens to hold government accountable.

INTERN – MARKETING AND COMMUNICATIONS- X1
STIPEND: R90 000 per annum
PREFERRED QUALIFICATION: Matric and National Diploma or Bachelor Degree in one of the following Areas: Media Studies, Communication Science, Graphic Design, and Public Relations. A post-graduate qualification will be an added advantage. Proficient in MS Office.
CORE FUNCTIONS: Content creation, trend monitoring, analytics, reporting and community management.

LABOUR RELATIONS x 1
STIPEND: R90 000 per annum
REQUIREMENTS: Matric and National Diploma/ Degree in Labour Law, LLB Degree (Strong academic performance, preferably with a module in labour/industrial law). A Postgraduate Diploma in Labour Law will be an added advantage.
CORE FUNCTIONS: Assist with administrative tasks related to disciplinary hearings, grievances, and counselling sessions. Help coordinate labour
relations meetings involving unions and formal employee relations structures. Conduct research on labour legislation, case law, and CCMA
practices

FINANCE X1
STIPEND: R90 000 per annum
REQUIREMENTS: Matric and Bachelor Degree in Commerce or Public Administration (Major in Financial Management) Proficient in Ms Office. Accuracy in financial data reports, ability to work in team, ability to manage time and meet deadlines.
CORE FUNCTIONS: Render support to the Chief Financial Officer with day-to-day tasks, Assist in reporting on Financial Management, Budgeting, Accounting and Audit Preparation.

SUBMISSION OF APPLICATIONS AND SUPPORTING DOCUMENTATION:

Kindly note that the submitted applications should include a (cover letter, curriculum vitae, original certified copies of qualifications (a transcript of results must be attached), and identity document. Applicants are respectfully informed that if no response/notification of appointment is received within 3 months of the closing date, they must accept that their applications were unsuccessful. The Legislature reserves the right not to make appointments for the advertised position.

The Free State Legislature is an equal opportunity employer committed to affirmative action and will consider equity targets when filling these positions.

email to application and all supporting documents to:
fslinternapplication@fsl.gov.za

For all enquiries, contact: Director: Human Capital Management, Ms D. Tshabalala at 051 407 1232 or Manager Human Capital Management, Mr B. Sigasa at Tel 051 407 1151