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Small Enterprise Development Agency (SEDA): Internships [2026-27]

Description

The Small Enterprise Development Agency (SEDA) offers a dynamic internship programme designed to provide relevant and practical work experience that aligns with the intern's academic qualifications. This programme aims to equip interns with the skills and knowledge required to thrive in their respective fields while contributing to the growth and support of small enterprises in South Africa.

Intern: Quality & Standards and Technology Transfer

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Location: Seda National Office

Qualifications: National Diploma / Degree in Commerce, Technology, Engineering, or Project Management

Responsibilities:

- **Assess Small Enterprises:** Evaluate small enterprises to determine the benefits of technology transfer (TT) initiatives.
- **Develop Business Cases:** Prepare and present business cases for review by the adjudication panel.
- **Administer Technology Transfer Fund:** Manage the technology transfer fund on a national level, ensuring effective allocation and utilization of resources.
- **Database Management:** Establish and maintain a comprehensive and accurate database of technology transfer activities and beneficiaries.
- **Verification:** Verify the technology supplied to clients and ensure it meets the required standards and expectations.
- **Policy Review:** Contribute to the review and refinement of technology transfer policies and processes.
- **Impact Analysis:** Conduct impact analysis to assess the effectiveness of technology interventions on beneficiaries.
- **Awareness Workshops:** Organize and conduct awareness workshops to promote the technology transfer fund and its benefits.

Intern: Incubation

Intern: Incubation

Location: Seda National Office

Intern: Incubation

Location: Seda National Office

Qualifications: National Diploma / Degree in Operations Management, Business Management, Entrepreneurship Management, or Project Management

Hiring organization

Small Enterprise Development Agency (SEDA)

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

April 29, 2026

Valid through

19.07.2028

Duties and Responsibilities:

- Provide operational support for the establishment and management of technology business incubators and accelerators, in alignment with Seda's Incubation strategy.
- Assist existing and new technology businesses with operational support to enhance their growth and development.
- Develop and maintain effective networks and linkages with relevant stakeholders to support business incubation efforts.
- Facilitate collaboration and partnerships with external organizations to foster a supportive business environment.

Skills and Competencies Required:

- **Communication:** Ability to convey information clearly and effectively, both verbally and in writing.
- **Business Acumen:** Understanding of business operations, strategy, and principles to make informed decisions and contribute to organizational goals.
- **Planning & Organising:** Strong organizational skills to manage multiple tasks and projects efficiently.
- **Administrative Diligence:** Attention to detail and accuracy in handling administrative tasks and documentation.
- **Policy Adherence:** Ability to follow and adhere to organizational policies and procedures.
- **Basic Computer Skills:** Proficiency in using standard office software and tools.
- **Office Management:** Competence in managing office tasks, including scheduling, correspondence, and data management.

Contacts

Interested candidates are invited to submit their applications, including a detailed CV and cover letter, specifying the internship position they are applying for Our Website Portal or via Email.

Join SEDA's internship programme to gain valuable experience and contribute to the success of small enterprises in South Africa. Your journey towards a rewarding career starts here!