JOB DETAILS		
JOB TITLE	:	Training Intern
REPORTS TO	:	Senior Training Manager
DIVISION	:	Delivery
LOCATION	:	Gauteng
CONTRACT TYPE	:	Fixed Term Contract – 14 months (January 2027 – February 2028)
SALARY	:	R6825 per month
START DATE	:	January 2027

OVERVIEW & PURPOSE

New Leaders Foundation (NLF) is a mission driven advisory and implementation organisation specialising in education. It focuses on insights and systemic interventions that leverage data, tech enabled solutions and capability building to unlock excellence in education. It is a dynamic organisation that attracts and develops leaders who are committed to the transformation of education. Its clients include government, not for profit organisations, funders, and corporate social investors. The Data Driven Districts (DDD) Programme is currently NLF's flagship programme. The programme has been led by the Michael Susan Dell Foundation in partnership with the Department of Basic Education. The aim of the programme is to improve learner outcomes by improving the way key educational data is collected and used by officials in the education system to support schools and teachers more effectively NLF seeks a driven problem solver who is passionate about education to join its CBS Team.The core purpose of the intern role is to support the CBS Senior Consultant with administrative tasks related to the Capability Building and Support (CBS) team. The intern will help ensure that all administrative processes run smoothly, enabling the CBS team to focus on delivering high-quality training and support to enhance the effectiveness of the DDD Programme. Additionally, the intern will gain valuable experience in program management and contribute to the overall success of capability building initiatives.

KEY RESPONSIBILITIES

1. Support CBS Delivery: Assist in delivering targets and objectives of the DDD Programme by contributing to high-quality execution and critical thinking tasks.
2. Online Training Management: Help maintain the DDD Learning Hub, ensuring content is up-to-date and aligned with the Capability Building Framework.
3. Event Coordination: Assist in the administrative tasks related to online (webinars) and face-to-face training sessions.
4. Training Support: Support the Provincial Delivery Team in achieving training targets, including the administrative tasks of webinars and eLearning sessions.
5. Feedback Collection: Help gather and analyze attendee feedback for webinars and training events to ensure continuous improvement.
6. Reporting: Assist in compiling accurate reports on CBS content creation, training outcomes, and user engagement metrics.
7. Training Content Support: Assist with developing, reviewing and updating training materials, facilitator guides, job aids, webinar content and eLearning resources.

8. Training Quality Assurance: Support checks on training materials, links, registrations, attendance records and reporting data to ensure accuracy and consistency.

9. Stakeholder Coordination: Support communication and follow-up with internal team members, provincial teams, facilitators and SMEs involved in training delivery.
   Knowledge and Resource Management: Maintain organised training resources, recordings, attendance records, feedback and supporting documentation for easy retrieval and reuse.

10. Continuous Improvement: Identify recurring learner questions, training challenges and process gaps, and contribute ideas to improve webinars, eLearning and training processes.

11. Learner and Facilitator Support: Provide basic support to participants and facilitators before, during and after training, including access, navigation and resource queries.

CORE COMPETENCIES & SKILLS

1. Communication Skills: Strong verbal and written communication abilities to effectively engage with team members and stakeholders.

2. Organizational Skills: Excellent organizational abilities to manage multiple tasks and prioritize effectively.

3. Technical Skills: Familiarity with online training platforms and content management systems is a plus.

4. Analytical Skills: Basic ability to analyze data and generate reports; experience with data visualization tools is an advantage.

5. Team Collaboration: Strong interpersonal skills to work effectively within a team and support various initiatives.

6. Adaptability: Ability to quickly learn new tools and processes, and adapt to changing priorities and requirements.

WORKING CONDITIONS

- This role is based in Gauteng.

ADDITIONAL INFORMATION

- Applications close on 30 October 2026
- If you have not heard from us by the 6th of November 2026 please consider your application unsuccessful.
- The Intern position is designated for an Employment Equity (EE) candidate.
- Applicants must be South African with a valid South African Identification Document.
- Applicants must be between the ages of 18 and 28
- If you are interested in this role send your CV to recruitment@newleaders.co.za
- ***Important: Please specify in the subject of your email for which internship you are applying for***

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