



Applications are invited for a fixed-term **ICT Intern** position.

JOB PROFILE

DURATION: 01 June 2026 – 31 December 2026
DEPARTMENT: ICT
REPORTS TO: ICT Manager
CLOSING DATE: 05 May 2026

<p>Organizational Description</p>	<p>The Oprah Winfrey Leadership Academy for Girls (The Academy) is a world-class educational platform for girls, which is aimed at nurturing a new generation of dynamic women leaders. This residential boarding school is situated in Meyerton, Gauteng Province, with just over 300 students enrolled in Grades 8 -12. Grade 12. Students write the Independent Examination Board (I.E.B.) NSC Examination.</p> <p>Applications are invited from suitably qualified candidates. Applications must be accompanied by a cover letter, CV with names of three contactable references, a copy of the highest qualification/s, and a copy of identity. Interested candidates must register their profile at www.pnet.co.za to submit their application. Further information about the Academy can be found on its website (www.owlag.co.za).</p> <p>Regrettably, emailed, faxed, and hand-delivered applications will not be considered. Only applications submitted through the Pnet portal will be considered. Only suitably qualified applications will be considered. Please consider your application only successful if you have not heard from us by 25 May 2026. The Academy reserves the right not to fill this position.</p> <p>The Intern will receive a monthly stipend, free accommodation and meals.</p> <p><i>'The Academy is an Independent Schools Association of Southern Africa (ISASA) member and is an equal opportunity employer.'</i></p> <p><i>'The Academy, in line with the Protection of Personal Information Act (POPIA), will attempt to ensure that the confidentiality of all applicants for this role is protected. All reasonable measures will be in place to protect personal information, but it will be used in the recruitment, selection and reporting process. By submitting your application, you are recognising and accepting this disclaimer.'</i></p>
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<p>Job purpose</p>	<p>To actively contribute to the efficient functioning of the Academy's technological infrastructure. Working closely with the ICT team, gaining hands-on experience in supporting, maintaining, and troubleshooting a variety of hardware, software systems and technology landscape documentation.</p> <p>This internship aims to provide the successful candidate with a comprehensive understanding of ICT operations within an educational setting, fostering your professional growth and preparing you for a successful career in the dynamic field of technology.</p>
<p>Minimum academic requirements and experience</p>	<ul style="list-style-type: none"> ● Matric Certificate. ● In the final year of study towards a relevant tertiary Information Technology degree or has obtained a degree in 2025. ● Information Technology Certifications Viz National Diploma in Information Technology, Undergraduate Degree in Information Technology, CompTIA A+, CompTIA Network+, or Microsoft Certified Desktop Support Technician (MCDST), End User Support Training, Data Capturing Training, and Cybersecurity training serve as an added advantage. <p>Due to the nature of this position, the successful incumbent will be required to:</p> <ul style="list-style-type: none"> ● Work shifts; and ● Live on the Academy premises while on duty.
<p>Knowledge, Skills and Attitude</p>	<ul style="list-style-type: none"> ● Have a passion for learning and see themselves working towards a permanent career in ICT. ● Actively seeking to develop professionally in a school environment that is committed to providing quality education. ● Ability to build and maintain effective and productive working relationships. ● Possess a strong work ethic. ● Have a positive outlook and an open mind. ● Excellent communication skills. ● Excellent time management and organisational skills. ● Leadership skills and modelling. ● Good report writing skills. ● Fully computer literate. ● Ability to multitask. ● Ability to use own judgement and discretion. ● Ability to listen and relate to each student. ● Ability to fully participate in the school's extramural programme. ● Demonstrate high levels of professionalism, competency and initiative. ● Act with the highest integrity and uphold the Academy's standards and values (Respect, Honour, Compassion, Service, Responsibility and Accountability) at all times.