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Treasury Board of Canada Secretariat Internships 2025 Latest Jobs

Description

The Treasury Board of Canada Secretariat Internship program offers an unparalleled opportunity for motivated individuals to gain hands-on experience and contribute to the advancement of public service. Interns will work closely with seasoned professionals in various departments, gaining insights into policy development, program implementation, strategic planning, and the intricacies of public administration.

Responsibilities

- **Research and Analysis:** Conduct research on diverse topics related to government policies, financial management, and administrative operations. Analyze data and contribute insights to support decision-making processes.
- **Policy Development Support:** Assist in the development, evaluation, and implementation of policies and initiatives that align with the government's priorities. Contribute to drafting reports, briefs, and recommendations.
- **Project Assistance:** Support ongoing projects by collaborating with team members, preparing project documentation, and contributing innovative ideas to enhance project outcomes.
- **Stakeholder Engagement:** Participate in meetings, consultations, and discussions with stakeholders both within and outside the organization. Convey information effectively and contribute to fostering positive relationships.
- **Learning and Development:** Engage in continuous learning opportunities provided during the internship. Take part in training sessions, workshops, and seminars to expand knowledge and skill sets.

Qualifications

- Currently enrolled in a relevant undergraduate or graduate program, such as Public Administration, Political Science, Economics, Business Administration, or a related field.
- Strong analytical, research, and critical thinking skills.
- Excellent written and verbal communication abilities.
- Ability to work collaboratively in a team environment and adapt to a fast-paced work setting.
- Interest in public policy, government operations, and a commitment to public service.

Job Benefits

- Exposure to diverse aspects of government operations.
- Mentorship from experienced professionals.
- Networking opportunities within the public service.
- Competitive stipend or compensation package.
- Potential for career advancement within the public sector.

Hiring organization

Treasury Board of Canada
Secretariat

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Ottawa, Ontario, Canada, K1A,
Ottawa, Ontario, Canada

Working Hours

09

Date posted

April 3, 2024

Valid through

19.12.2026

Contacts

Interested candidates should submit their resume, cover letter, and any additional required documents through the Treasury Board of Canada Secretariat's official application portal. Shortlisted candidates will be contacted for interviews.

Join us at the Treasury Board of Canada Secretariat and be a part of shaping the future of public service while gaining invaluable experience through our internship program.