



<https://www.internnerd.com/job/agriseta-internships/>

AgriSETA Internships 2024/2025 For Human Resource

Description

The AgriSETA is offering a Human Resource Internship Programme for the 2024/2025 period, designed to provide administrative support to the Human Resources Management Team. This role focuses on assisting with performance-related targets, projects, and miscellaneous duties within the HR framework.

This internship is structured as a 12-month contract aimed at providing practical experience in human resources management. The role is intended to develop key administrative skills and understanding of HR operations.

Responsibilities

Interns will be responsible for:

- Assisting with application response handling and developing pre-shortlisting spreadsheets.
- Coordinating shortlisting and interview meetings for HR Business Partners (HRBPs).
- Issuing regret letters to candidates who were interviewed.
- Preparing onboarding packs, including work tools and personnel file initiation in collaboration with line management.
- Facilitating bursary application administration and capturing data on the Master Training Plan template, verifying with educational institutions, and compiling necessary documentation for HRBP review.
- Assisting with third-party payment preparations.
- Distributing letters as required and resetting employee passwords.
- Reporting and verifying information, checking for pending leave approvals weekly.
- Ensuring compliance with the Performance Management and Development System (PMDS) Policy by involving all AgriSETA employees in the performance cycle.
- Maintaining documentation for audit purposes and binding meeting materials.
- Supporting the HR department with administrative tasks such as photocopying, document binding, filing, and recording CVs prior to shortlisting.
- Coordinating meetings and performing additional tasks as assigned by the Manager.

Qualifications And Skills

Applicants must have:

- An N6, National Diploma, or Degree in Human Resources Management or equivalent qualifications.
- No prior working experience is required.
- Attention to detail and strong communication skills, both verbal and written.
- Problem-solving abilities and time management skills.
- Proficiency in computer literacy, particularly MS Office.

Hiring organization

AgriSETA

Employment Type

Intern

Duration of employment

12 months

Industry

Educational institution Internships

Job Location

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

Working Hours

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Date posted

December 2, 2024

Valid through

31.12.2026

- Strong administrative skills, accuracy, and a goal-driven mindset.

Job Benefits

This internship provides an opportunity to gain invaluable experience in human resources management, enhancing both administrative capabilities and professional development in a supportive learning environment.

How to Apply?

Interested individuals who meet the specified qualifications and skills are encouraged to apply. Specific application procedures and deadlines will be communicated by AgriSETA through their official recruitment channels.