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# Gauteng Department Of Roads And Transport: Internship Human Resources Administration 2024 / 2025

## Description

The Human Resources Administration Internship Program is currently open for applications. This program has been re-advertised, and individuals who previously submitted their applications are encouraged to reapply. Located under the Directorate of Human Resource Planning and Administration, there are two available positions under this program. The stipend ranges from R 5,920.62 to R 7,620.68, allocated based on the applicant's qualifications.

# **Program Overview**

This internship program seeks to provide valuable work experience to recently graduated individuals who have completed a National Diploma or Degree in Human Resource Management. Eligible degrees include ND. HRM, B.A (HRM), and B.Comm (HRM). Applicants must be South African citizens, unemployed, within the age range of 18-35, and must not have participated in any other internship program within the Republic of South Africa.

## Responsibilities

Interns will be required to perform various tasks assigned to them in relation to the post. These tasks will be aimed at providing practical experience and enhancing their skills in human resource administration.

#### Qualifications

Applicants must possess a National Diploma or Degree in Human Resource Management, specifically ND. HRM, B.A (HRM), or B.Comm (HRM). The program is open exclusively to South African citizens who are currently unemployed, aged between 18 and 35 years. Additionally, candidates must not have participated in any prior internship program within South Africa.

#### **Job Benefits**

Interns will receive a stipend ranging from R 5,920.62 to R 7,620.68, based on their qualifications. The program offers an opportunity to gain hands-on experience in human resource administration within a professional setting.

## How To Apply?

Applicants are required to use the new Z83 application form (January 2021 version), which can be obtained from the <a href="DPSA website">DPSA website</a>. All fields in Parts A to D of the Z83 form must be completed. For Parts E to G, applicants may indicate "refer to Curriculum Vitae (CV) or see attached" if space is limited, provided that the CV is attached and contains the necessary information. Incomplete information may result in disqualification. Applicants must submit copies of their qualifications, identity document, driver's license (if applicable), and any other relevant documents. Certification of these documents is not required during the application process. Only online applications will be considered, submitted via the <a href="Gauteng Professional Job Centre">Gauteng Professional Job Centre</a>. Correspondence will be limited to shortlisted candidates. If no response is

## Hiring organization

Gauteng Department Of Roads And Transport

## **Employment Type**

Intern

## **Duration of employment**

4 Months

#### Industry

Government

#### **Job Location**

Johannesburg, Gauteng, South Africa, 2001, Johannesburg, Gauteng, South Africa

## **Working Hours**

9

## **Base Salary**

R 5,920.62

#### Date posted

November 19, 2024

## Valid through

31.12.2026

received within one month of this advertisement, kindly consider your application as unsuccessful. Notably, individuals with disabilities are encouraged to apply.

The internship positions are offered by the Department of Roads and Transport, located in Johannesburg. The closing date for applications is August 23, 2024.