

<https://www.internnerd.com/job/haleon-internship/>

## Haleon Internship 2026/2027 Graduate Program For Human Resource

### Description

Haleon, a pioneering entity in consumer health, is seeking a Human Resource Graduate to join our Johannesburg team in Gauteng, South Africa. As a global leader in consumer health, we are committed to enhancing everyday health for billions through innovation and a deep understanding of human needs, coupled with trusted scientific approaches. Our esteemed brands include Sensodyne, Panadol, Advil, Voltaren, Theraflu, Otrivin, and Centrum. We strive to foster a unique organizational culture, collaboratively created by our dedicated team.

This 24-month Human Resource Management program offers an unparalleled opportunity to build foundational leadership and business skills while contributing to global health and wellness. Participants will gain valuable experience in a multinational environment, preparing them for a successful career. Our Human Resource team is dedicated to attracting, developing, and inspiring talent to achieve impactful results.

### Responsibilities

The Human Resource Graduate will be responsible for performing a variety of tasks, including but not limited to:

- Managing general HR administrative duties such as employee onboarding and termination processes.
- Drafting HR-related letters, notices, and policies.
- Serving as a liaison between employees and benefit administrators.
- Administering Medical Aid and Provident Fund procedures.
- Assisting the Transformation Manager and TCCC with administrative tasks related to Employment Equity.
- Supporting Learning and Development initiatives, including training record compilation.
- Engaging in Transformation duties, focusing on Broad-Based Black Economic Development and Diversity, Equity, and Inclusion programs.
- Providing support to the Industrial Relations team.
- Addressing employee queries and concerns.
- Maintaining HR portal updates and system support.
- Overseeing record-keeping and reporting on HR matters.
- Managing projects, ensuring program progress, and meeting deadlines.
- Assisting with performance management and succession planning.

### Qualifications

Candidates must possess the following qualifications:

- A Matric/Grade 12 certificate is essential.
- A Diploma or Degree in Human Resource Management or a related field.
- A minimum academic achievement of 60%; academic transcripts must accompany the application.
- Proficiency in English, both written and spoken.
- Ability to commence the program on February 1, 2025.

### Hiring organization

Haleon

### Employment Type

Full-time, Intern

### Duration of employment

24-month

### Industry

Consumer Services

### Job Location

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

### Working Hours

9

### Date posted

November 19, 2024

### Valid through

31.12.2026

- Skills in creative problem-solving, strategic thinking, and entrepreneurial agility.
- Strong prioritization, analytical skills, personal accountability, and adaptability.

### **Job Benefits**

Haleon offers a comprehensive benefits package, including:

- A competitive base salary.
- An annual performance-linked bonus.
- Recognition through a global employee reward scheme.
- Opportunities for on-the-job experience and a blend of formal and informal training.
- Access to health and wellbeing programs.

### **How To Apply?**

Prospective candidates are encouraged to save a copy of this job description for reference. Applications must include academic transcripts and a CV. Haleon is committed to fostering a diverse workforce and encourages applications from candidates of all backgrounds. We are an Equal Opportunity Employer and ensure equal consideration for all applicants regardless of race, color, national origin, religion, gender, or any other protected status.

Visit [www.haleon.com/careers](http://www.haleon.com/careers) to learn more about our organizational culture and career opportunities. Haleon is dedicated to creating an inclusive environment that respects and values diverse perspectives, ensuring fair outcomes for all. If flexibility is important to you, we encourage you to discuss available opportunities with our hiring team.