



<https://www.internnerd.com/job/miway-learnership/>

## Miway Learnership Programme 2024/2025 For Human Resource

### Description

MiWay, a subsidiary of the Sanlam Group, is offering a Human Resources Learnership Programme for 2024/2025. This program provides aspiring HR professionals with hands-on experience and practical knowledge in various human resource functions. MiWay is a direct financial services company known for its commitment to service excellence, innovation, and providing superior value to clients. As part of this learnership, participants will work closely with the HR team to support key HR processes, including recruitment, onboarding, employee records management, and compliance.

The learnership, located in Midrand, Gauteng, will expose candidates to essential HR functions while contributing to their professional development. Participants will gain valuable insights into recruitment processes, employee administration, compliance with labor laws, and the management of HR information systems. Throughout the program, MiWay emphasizes its core values—Energy, Freedom, Accountability, and a positive Attitude—encouraging candidates to grow within a supportive and dynamic environment.

### Responsibilities

Participants will be responsible for a range of tasks, including:

- **Recruitment Support:** Assisting with job postings, screening resumes, coordinating interviews, and participating in initial interview rounds when necessary.
- **Onboarding & Offboarding:** Preparing employee welcome kits, gathering paperwork, and assisting with exit interviews.
- **Employee Records Management:** Maintaining accurate employee records in the HR Information System (HRIS), organizing files, and ensuring confidentiality.
- **HR Administration:** Supporting benefits administration, coordinating company events, and preparing HR-related reports and presentations.
- **Compliance:** Ensuring adherence to local labor laws, assisting with audits, and organizing necessary documentation.
- **General Duties:** Performing administrative tasks such as data entry, filing, and supporting the HR team with various tasks.

### Qualifications

To qualify for this learnership, applicants must meet the following criteria:

- A Grade 12/Standard 10/NQF 4 certificate.
- A degree or diploma in Human Resource Management, Industrial Psychology, or a related field.
- Strong administrative skills and familiarity with business software, particularly Microsoft Office and Excel.
- Fluency in both written and verbal communication in English.
- A high level of confidentiality, excellent interpersonal skills, and a commitment to learning and professional growth.

### Hiring organization

Miway

### Employment Type

Intern

### Duration of employment

12 months

### Industry

Financial Services Internships

### Job Location

Midrand, Gauteng, South Africa,  
1682, Midrand, Gauteng, South Africa

### Working Hours

9

### Date posted

December 1, 2024

### Valid through

31.12.2026

## **Job Benefits**

The learnership offers participants the opportunity to build a career in human resources within a supportive environment. MiWay emphasizes personal and professional development, offering candidates exposure to various aspects of HR and business processes. Successful candidates will work in a collaborative environment with opportunities for growth across the Sanlam Group's business clusters, including Sanlam Fintech, Sanlam Life and Savings, Sanlam Investment Group, and more.

## **Contacts**

### **\*\*How To Apply?\*\***

Candidates who meet the qualifications and are interested in joining MiWay's Human Resource Learnership Programme. The shortlisting process will commence after the application due date, and the timeline for completing the selection process will depend on the progress of applicants and manager availability. Applicants are encouraged to apply through the designated platform with all necessary documentation.

At MiWay, we are committed to creating an inclusive and diverse workplace. Employment equity is a key goal, ensuring that our workforce reflects the demographics of our society. We strive to foster a positive, dynamic, and multicultural environment that provides opportunities for all employees to succeed.