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Wits Health Consortium Internship 2026/2027 For Human Resources

Description

The Wits Health Consortium is offering an enriching Human Resources Internship Programme for the 2024/2025 period. This position, titled Human Resources Intern, and referenced as HR Intern:01, is a 12-month contractual role designed to provide practical experience in various HR functions.

This internship aims to develop the intern's skills in human resources management, focusing on both administrative and strategic HR practices. The program provides opportunities to engage with diverse HR processes and equips participants with the necessary skills to excel in a dynamic work environment.

Responsibilities

Interns will be responsible for:

- Compiling and managing contractual documents including renewals, changes in working conditions, and maternity leave agreements.
- Collating necessary end-of-month HR and payroll inputs such as timesheets and starter packs.
- Maintaining and updating HR databases, spreadsheets, and personnel files to ensure data integrity.
- Processing employee terminations, including resignations and contract non-renewals.
- Assisting HR Officers with recruitment activities, including screening, scheduling interviews, and conducting checks.
- Preparing correspondence for short-listed candidates and managing recruitment-related queries.
- Facilitating probation appraisal processes and supporting post-probation interviews.
- Generating required HR administrative documents within set deadlines.

Qualifications

Applicants should possess a degree or diploma in Human Resources. Experience in a Human Resources Generalist role will be considered advantageous.

Candidates should demonstrate:

- Strong attention to detail and a willingness to learn.
- Ability to work collaboratively within a team and independently.
- Proficiency in managing multiple tasks under pressure and meeting tight deadlines.
- Excellent communication, planning, and organizational skills.
- High customer service orientation and adaptability in changing environments.

Job Benefits

The internship offers comprehensive exposure to HR processes within a reputable organization, providing valuable experience and potential career advancement

Hiring organization

Wits Health Consortium

Employment Type

Intern

Duration of employment

12 months

Industry

Research Services Internships

Job Location

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

Working Hours

9

Date posted

December 2, 2024

Valid through

31.12.2026

opportunities. Interns will gain insights into the HR field and develop competencies that are critical for future employment in human resources.

How To Apply?

Interested candidates should ensure their applications are complete and submitted in accordance with Wits Health Consortium's application guidelines. This opportunity is ideal for those eager to acquire HR expertise and engage in meaningful professional development.