

# SMU HR Internships (24 Months Contract)

SMU HR Internships (24 Months Contract)

Deadline: 27 November 2024

Location: Ga-Rankuwa, South Africa

## SMU HR Internships

Sefako Makgatho Health Sciences University (SMU) is accepting applications for HR Internship programme.

- **Ref:** 109/2024/BGM/Intern

The incumbents will be exposed to gaining experiential learning in the field of Human Resources and they must meet the following requirements and be responsible for the following key performance areas:

### MINIMUM REQUIREMENTS

- A minimum of a Bachelor's Degree (NQF 7) in Human Resources/ Industrial Psychology/Organisational Development/ Employee Relation or equivalent (attach transcript)
- New entrants into HR environment (in other words you must not have held an HR internship before)
- Computer literacy (MS Office Suite)
- Good communication and interpersonal skills
- Ability to pay attention to detail
- Must be a South African citizen

### COMPETENCIES

- Time management
- Confidentiality, tact and discretion when dealing with people
- Client focus
- Result focus
- Stress tolerance

### DUTIES

- Assist in performing HR administration and provide support to the HR Department

- Assist in responding to all HR-related queries
- Assist with all the activities of the Human Resources Department (Organise and schedule meetings, Minute taking, Typing of letters, memos and reports, Filing, Travelling logistics and Accommodation Bookings.
- Rotated to receive exposure to relevant HR functions
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other HR related duties assigned by the office

## How to apply

Typed applications (quoting the reference number) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be emailed to Ms BG Mbanjwa, to [hr.recruitment4@smu.ac.za](mailto:hr.recruitment4@smu.ac.za), OR post to **Sefako Makgatho Health Sciences University, Human Resources Department, P.O Box 68, MEDUNSA, 0204.**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

NASI **iSPANI** JOBS

