

5 x Sefako Makgatho University (SMU) HR Internships 2024 / 2025

Internship Application Closing Date: 27 November 2024

Internship Location: Ga-Rankuwa, Pretoria, Gauteng, South Africa

Sefako Makgatho Health Sciences University (SMU) is excited to offer **internship opportunities** as part of their commitment to developing the next generation of **Human Resources** professionals. As part of its renewal strategy, SMU seeks to provide **young, unemployed South Africans** with valuable **experiential learning** in the field of Human Resources. This initiative aligns with the national transformation agenda and aims to improve the employability of young talent in the competitive job market.

Position: Human Resources Intern (5 Posts)

- **Contract Duration:** 24 months
- **Location:** Sefako Makgatho Health Sciences University, Medunsa
- **Reference Number:** 109/2024/BGM/Intern
- **Closing Date:** 27 November 2024

About the Internship

This internship program will provide **hands-on experience** in various aspects of Human Resources, allowing you to gain exposure to HR administration, employee relations, organizational development, and more. During your time at SMU, you will have the chance to assist HR professionals and contribute to key projects that shape the institution's HR functions and practices.

Key Responsibilities

As an HR Intern, your duties will include:

- Assisting in **HR administration** and providing general support to the HR department.
- **Responding to HR-related queries** and providing administrative assistance to staff.
- Organising and **scheduling meetings** and handling other logistical tasks such as **minute-taking, typing letters, memos, and reports**.
- **Filing documents**, coordinating **travel logistics**, and handling **accommodation bookings** for HR team members.
- Gaining exposure to various HR functions through **rotational assignments** within the department.

- Actively contributing to the development of SMU and helping to **improve the institutional culture**.
- Performing any other **HR-related duties** as assigned by your supervisor.

Minimum Requirements

To be considered for this internship, applicants must meet the following criteria:

- **A minimum of a Bachelor's degree (NQF 7) in Human Resources, Industrial Psychology, Organizational Development, Employee Relations**, or an equivalent qualification. (Please attach your transcript).
- Applicants should be **new entrants** into the HR environment (i.e., you should not have previously held an HR internship).
- **Computer literacy** in MS Office Suite (Word, Excel, PowerPoint).
- Good **communication and interpersonal skills**.
- **Attention to detail** and the ability to handle sensitive information with confidentiality.
- **South African citizenship**.

Competencies Required

The following competencies will help you excel in this role:

- **Time management** skills to meet deadlines and manage multiple tasks.
- Ability to maintain **confidentiality**, discretion, and tact in dealing with people.
- A strong **client focus** and **results-oriented** mindset.
- **Stress tolerance** and the ability to work in a dynamic environment.

How to apply

Interested candidates must submit the following:

- A **typed application** quoting the reference number (109/2024/BGM/Intern).
- A **comprehensive CV** outlining your qualifications and experience.
- **Certified copies of all qualifications**.
- Contact details of **three referees**.

Email your application to: **hr.recruitment4@smu.ac.za** or post it to:

Sefako Makgatho Health Sciences University
Human Resources Department
P.O Box 68, Medunsa, 0204

Important Notes

- **Closing Date:** 27 November 2024.
- **Late applications** will not be considered.

- It is the applicant's responsibility to have **foreign qualifications** evaluated by the **South African Qualification Authority (SAQA)**.
- **Preference** will be given to applicants from under-represented designated groups.
- Only shortlisted candidates will be contacted. If you do not hear from SMU within **30 days of the closing date**, please consider your application as unsuccessful.

