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SA National Parks: HR / Human Resource Internships 2024 / 2025 New Application

Description

We are currently seeking passionate and motivated individuals to join our team as HR/Human Resource Interns. This internship program offers a unique opportunity to gain practical experience and develop valuable skills in the field of human resources within a dynamic and conservation-focused organization.

Responsibilities

- Assisting with recruitment processes, including job postings, screening candidates, and scheduling interviews.
- Supporting the onboarding process for new employees, including paperwork, orientation sessions, and introduction to organizational policies and procedures.
- Assisting with the development and implementation of HR policies and procedures.
- Providing support in employee relations matters, including conflict resolution and grievance handling.
- Assisting with HR data management and maintaining accurate employee records.
- Supporting HR projects and initiatives aimed at enhancing employee engagement, satisfaction, and retention.
- Assisting with training and development initiatives, including coordinating training sessions and maintaining training records.
- Providing general administrative support to the HR team as needed.

Qualifications

- Currently enrolled in a degree program in Human Resources Management, Industrial Psychology, Business Administration, or related field.
- Strong interest in pursuing a career in human resources or organizational development.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Attention to detail and high level of accuracy in work.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Flexibility and adaptability to work in a fast-paced environment.

Job Benefits

- Gain hands-on experience in various aspects of human resources within a conservation-focused organization.
- Opportunity to work alongside experienced HR professionals and learn from

Hiring organization

South African National Parks

Employment Type

Intern

Duration of employment

3 Months

Industry

Leisure, Travel & Tourism

Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

October 15, 2024

Valid through

06.03.2028

their expertise.

- Exposure to diverse HR challenges and initiatives within a unique organizational context.
- Networking opportunities with professionals in the conservation and environmental management sector.
- Potential for future career advancement within South African National Parks or related organizations.

Contacts

Interested candidates should submit a resume/CV and a cover letter outlining their interest in the HR/Human Resource Internship position at South African National Parks. Please send your application with the subject line "HR Internship Application – [Your Name]".

Join us in our mission to conserve South Africa's natural heritage while gaining valuable experience in the field of human resources. Apply now and be a part of our team at South African National Parks!