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South African Board for Sheriffs | HR Internships 2024 Apply Now

Description

We are seeking a passionate and motivated Human Resources Intern to join our team at the South African Board for Sheriffs (SABFS). This internship offers a unique opportunity for individuals interested in gaining valuable hands-on experience in the field of human resources while contributing to the efficient functioning of our organization.

Responsibilities

- **Recruitment Support:** Assist in the recruitment process by posting job vacancies, screening resumes, scheduling interviews, and conducting reference checks.
- **Onboarding:** Support the onboarding process for new hires, including preparing orientation materials, coordinating training sessions, and assisting with paperwork.
- **HR Administration:** Help maintain employee records, update HR databases, and ensure all documentation is accurate and up-to-date.
- **Policy Compliance:** Assist in ensuring compliance with labor laws, company policies, and regulations, while promoting a culture of fairness and equality.
- **Employee Relations:** Act as a point of contact for employee inquiries, providing guidance and assistance when necessary.
- **Performance Management:** Assist in the performance appraisal process, including tracking performance reviews and feedback.
- **Training and Development:** Participate in the identification of training needs and help coordinate training programs for staff.
- **Special Projects:** Contribute to various HR projects, initiatives, and process improvements.

Qualifications

- Currently enrolled in or recently graduated from a relevant undergraduate or postgraduate program in Human Resources or a related field.
- Strong interpersonal skills and the ability to work effectively in a team.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and strong organizational skills.
- An understanding of HR principles and practices is a plus.

Job Benefits

- Hands-on experience in a dynamic HR environment.
- Exposure to various aspects of HR, including recruitment, employee relations, and compliance.
- Mentorship and guidance from experienced HR professionals.
- Opportunity to contribute to the mission of the South African Board for Sheriffs.

Hiring organization

South African Board for Sheriffs

Employment Type

Intern

Duration of employment

3 Months

Industry

Private

Job Location

Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours

09

Date posted

October 30, 2024

Valid through

06.10.2025

- Potential for growth and career development within the organization.

Contacts

Interested candidates are invited to submit their resume, a cover letter, and any relevant transcripts or certifications (if applicable) to [jobzinusadotonline@gmail.com] with the subject line "SABFS HR Internship Application – [Your Name]." Please include your availability and preferred duration of the internship in your cover letter.