

Human Resources Internship (2 posts) Ref: 06/2025

12 Months contract

Monthly Stipend R7 450.62

Key Purpose

To be part of a Human Resources dynamic team to render support services to the organisation. To ensure practices are aligned with the latest developments to be more agile to business needs.

Requirements:

Qualifications

- Matric
- Industrial Psychology/BCom HR or a Degree in HR, Honours will be an added advantage or Degree in Administration
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) is essential
- Ability to manage databases, maintain records, and ensure accurate data entry
- Familiarity with virtual meeting platforms (e.g. Microsoft Teams) and other communication tools
- Ability to juggle several tasks at once without losing attention to detail

Closing date: 06 June 2025

CV's to be send to recruitment@usaasa.org.za

For enquiries, please contact Ms Thilly Maluleka on 011 564 1600