



HUMAN RESOURCES INTERN (12 Months Contract)

The above mentioned position is available in the Human Resources department at Robben- Island Museum. The purpose of the Job is to give support to Recruitment, Training & Development, HR Benefits, and Employee Relations provide administrative and secretarial support to all the functions performed in the HR department.

Training & Development

- Assist with the co-ordination and administration of training activities e.g. workplace skills plan, training reports, bursaries and training requests.

Recruitment

- Assist with co-ordination and administration of recruitment and selection activities.

Industrial Relations

- Provide logistical and administrative support on all Employee Relations activities.

Benefits

- Assist with co-ordination and administration of benefits

General Duties

- Manage the diary of the Senior Manager and ER Manager.
- Co-ordinate and arrange meetings and workshops;
- Administer and monitor the department's budget;
- Perform routine office functions;
- Monitor and update assets and office equipment;
- Taking minutes at meetings
- Report writing.
- And perform any other duties that may be assigned

Requirements:

- National Diploma in Human Resources Management;
- Proficient in MS Office suite;
- Drivers licence will be an added advantage.

Key Competencies:

- Planning and Organising
- Verbal & Written Communication
- Interpersonal Skills
- Analysis
- Judgement
- Attention to Detail
- Information Monitoring

RIM is an EE, AA, employer and reserves the right not to make an appointment if suitable candidate(s) are not found. Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as Contactable Referees, to recruitment@robben-island.org.za or by no later than **14 November 2017**.

Note: If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB: