



## **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;
- Administer biometrics access control
- 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



Robben Island

MUSEUM

an agency of the

Department of Arts and Culture

RIM is an EE, AA, employer and reserves the right 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](mailto:recruitment@robben-island.org.za) or fax 021 425 2131 by no later than **21 September 2015**. Note: If you do not hear from us within 30 days, please consider your application unsuccessful.

