

## JOB DESCRIPTION

<b>Job Title:</b>	Human Resources Intern
<b>Company:</b>	Globeleq South Africa Management Services
<b>Reports To:</b>	Human Resources Manager
<b>Location:</b>	Cape Town
<b>Type of employment:</b>	Full-time; Fixed-term Contract (1 year) from January to December 2018

### Main Purpose of Role

The main function of the Human Resources (HR) Intern is to assist Globeleq South Africa Management Services' (GSAMS)'s HR and Support Team with various generalist HR responsibilities.

The HR Intern will gain exposure to the entire employment life cycle including, but not limited to, recruitment and selection; performance management; labour relations; compensation, benefits and reward; organisational design; employee wellness and succession planning.

As this is an internship position, applicants should have less than 1 year's working experience.

In line with our Employment Equity commitments, candidates from designated groups are preferred.

### Key Responsibilities

1. On-boarding and Terminations
  - Assist with the administration of new joiners and leavers
  - Set up meetings with service providers for new joiners
  - Scheduling external and internal training/workshops
  - Schedule information sessions
  - Schedule site visits, where necessary
  - Booking flights and accommodation
  - Preparing the welcome folders
  - Updating employee files, with necessary documents, i.e. signed employee contracts, medical aid forms, etc.
  - Ensure the signing and filing of policy documents
  - Conduct training during induction in terms of company policies and associated procedures.
  - Assist with leaver administration (e.g. UI19s, Certificates of Service)
2. Recruitment
  - Loading CVs onto the Intranet
  - Booking flights for candidates and interviewers
  - Setting up the online psychometric assessments
  - Updating and maintaining Candidates folder on the Intranet
  - Updating and maintaining physical Candidates files.
3. Scholarship Programme and Internship Programme
  - Assisting with research and data analysis
  - Booking flights and accommodation for interviewers and applicants, where necessary
  - Print, file and tag application forms and other documents
  - Update and maintain the database
  - Testing the scholarship application form
  - Scheduling interviews and meetings
  - Assisting with marketing of the Scholarship programme.

**4. General**

- Produce research reports and presentations on real-life business cases
- HR employee filing, which includes maintaining electronic and physical employee files
- Assist with training and development process, i.e. source training providers, scheduling external and internal training/workshops, etc.
- Follow-up with Line managers regarding bi-annual performance appraisal and file performance documents
- Update organogram
- Create purchase orders and new vendors
- Offer general administrative assistance to HR team
- And any other duties, as assigned by the HR Manager or HR Officers, in line with the role.

**Skills / Competencies**

- Excellent communication skills, both oral and written
- Very good inter-personal skills
- Very good attention to detail
- Very good planning, organising and time-management skills
- High quality orientation
- Action-oriented
- Able to maintain a very high degree of confidentiality
- Able to multi-task and work well in a team

**Experience, Knowledge & Qualifications**

1. A degree (Including BTech) in Human Resources or Industrial/Organisational Psychology (with HR subjects) is a requirement. Students completing their studies by the end of 2017 will also be considered.
2. Some experience in HR administration would be an advantage, but is not a requirement
3. Candidates with more than 12 months' work experience cannot be considered for this Internship role.
4. Intermediate proficiency in MS Word and MS Excel is required. PowerPoint skills would be an advantage.
5. Valid driver's license would be an advantage.

**Application process**

CVs and cover letters, together with driver's license and current salary details, to be emailed to the [jobs@globeleq.co.za](mailto:jobs@globeleq.co.za) by **Monday 23rd October 2017.**