

Human Resources Internship; C Lower; VAR111/22GS - HR

- Seriti Coal
- Emalahleni, Mpumalanga
- Internship

Apply

Posted 02 December 2022 - Closing Date 16 December 2022



Job Details

Minimum experience
Internship

Company primary industry
Mining and Metals

Job functional area
Human Resources

Job Description

When applying, please submit a PDF version of your CV together with certified copies (certification within a 3-month period) of your ID, Drivers and qualifications.

HUMAN RESOURCES INTERNSHIP, C LOWER: SERITI COAL & POWER, VARIOUS COLLIERIES, FREE STATE, MPUMALANGA & GAUTENG
INTERNAL & EXTERNAL (FIXED TERM CONTRACT)

The role:

The role is a developmental role, with the primary purpose being to learn through experiential learning about the Human Resource Management function. The successful candidate will complete a structured development programme within 24 months to be considered to fulfil a substantial position within Seriti.

The duties will include but are not limited to:

- Employee Relations & CCMA
- Organisation Development
- Talent Management
- Learning and Development
- Human Resources Analytics & Remuneration
- Community Development
- Resourcing (Recruitment & Selection)

You will need:

- National Diploma or Degree in Human Resources Management / Labour Law / Law
- Organizational skills
- Basic knowledge of labour legislation
- Good understanding of full cycle recruiting
- Excellent verbal and written communication skills
- A strong desire to learn and grow
- Computer skills (MS Office)
- Valid Driver's Licence
- In possession of a Certificate of Fitness or to be able to obtain it

Advantageous:

- Any vacation experience or part time work

Ref No: VAR111/22GS - HR

Closing date: 16 December 2022

Read:

Please use Google Chrome as default browser when applying to enable the attachment of documents.

A CV with certified copies (certification within a 3-month period) of relevant qualifications, together with ID document & valid driver's license must be accompanied with your application.

Appointments will be made in line with Employment Equity targets.

All applicants are thanked for their interest.

Applications which have not been responded to within 30 days of closing date should be regarded as unsuccessful.

Communication will be with shortlisted candidates only.

Apply

