

353 Festival Street | Hatfield |
Pretoria, 0028 | P.O. Box 74097,
Lynnwood Ridge | South Africa,
0040
Tel: 012 748 3949
www.nhc.org.za



INTERNSHIPS

The National Heritage Council of South Africa is a statutory body that is responsible for the preservation of the country's heritage.

The internship opportunities listed below have become available.

HUMAN RESOURCE INTERNS (2 positions)

Reference: 2 HR/08/2021

Closing Date: 10 August 2021

Location: Pretoria

Duration: 12 months

Minimum Qualifications:

- Three (3) year tertiary qualification in the field of Human Resources Management
- A postgraduate qualification will be an added advantage

Competencies:

- Knowledge of relevant legislation BEEA, LRA, EEA etc.
- Competent in MS Office software package
- Good interpersonal skills and communication skills
- Strong planning, organising and coordinating skills
- Excellent written and verbal communication skills
- Exceptional attention to detail with an accurate and thorough approach to work
- The ability to multi-task within a pressurised environment and to complete tasks timeously
- Great work ethics and passionate about Human Resources
- Ability to work in a fast paced environment

- Positive and energetic self-starter
- Eager to learn, Inquisitive mindset

Key responsibilities include but are not limited to:

- Assist with tracking of progress of important tasks, deadlines and priorities of all HR projects.
- Prepare and compile documents, reports, presentations and correspondence.
- Assist with Human Resources management functions related to recruitment and selection processes.
- Assist with performance management administration, ensuring that parties have signed off all performance contracts and filed at HR
- Assist with research for policy reviews and development
- Coordinate employee induction
- Assist with conducting exit interviews
- Assist with electronic and hard copy filing
- Schedule and coordinate calendar activities and bookings of meetings
- Recording of minutes in meetings and distribute accordingly

INTERNAL AUDIT INTERNS (2 positions)

Reference: 2 IA/08/2021

Closing Date: 10 August 2021

Location: Pretoria

Duration: 12 months

Minimum Qualifications:

- Three (3) year tertiary qualification - B.com /Diploma Internal Audit, Accounting, IT Audit, Forensic Audit

Competencies:

- Strong planning, organising and coordinating skills
- Excellent written and verbal communication skills
- Exceptional attention to detail with and accurate and thorough approach to work
- The ability to multi-task within a pressurised environment and to complete tasks timeously
- Great work ethics and passionate about working with details
- Ability to work in a fast paced environment
- Positive and energetic self-starter
- Eager to learn and an inquisitive mindset

Key responsibilities include but are not limited to:

- Assist with mapping of Business Processes
- Assist with identifying Business Risks
- Assist with formulating Audit tests
- Assist with executing Audit Programs
- Assist with compiling a summary of audit results and writing of audit findings
- Assist with documenting results of reviews in working papers
- Participating in ad hoc projects as per organisational requirements (Internal audit Projects)
- Adapting to audit process and practicing the required audit methodology
- Assist with Audit reports
- Assist with training interventions and related auditing activities

Interested candidates should forward their comprehensive CV's to: internships@nhc.org.za

If you have not been contacted within one month of closing date of advertisement, please accept that your application was unsuccessful. Please note successful applicants will be required to undergo criminal checks and verification of qualifications, SA Identity Document. Applicants must be South African citizens who have never participated in an internship programme either in private and public sector and must not be older than 35 years of age.

Late applications will be not be accepted.

For more enquiries email: internships@nhc.org.za or contact (012) 748 3919