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Wits Health Consortium: HR Internships 2024 Apply online

Description

Wits Health Consortium (WHC) is offering an exciting opportunity for a Human Resources Intern to join our dynamic team. As a leading health research institution in South Africa, WHC is committed to excellence in research, healthcare, and community engagement. This internship provides a unique chance to gain hands-on experience and contribute to various HR initiatives within a challenging and rewarding environment.

Responsibilities

- Recruitment Support: Assist in the recruitment process by posting job openings, screening resumes, scheduling interviews, and coordinating candidate communication.
- Onboarding Assistance: Support the onboarding process for new employees by preparing orientation materials, conducting inductions, and ensuring a smooth transition into the organization.
- HR Administration: Assist with maintaining HR records and databases, handling documentation, and ensuring data accuracy and confidentiality.
- Training and Development: Aid in organizing training sessions, workshops, and learning activities for staff development purposes.
- HR Projects: Contribute to various HR projects, including policy development, employee engagement initiatives, and performance management tasks.
- Support HR Team: Collaborate with HR professionals on various tasks and projects, providing assistance and contributing ideas to enhance HR processes.

Qualifications

- Pursuing or recently completed a degree in Human Resources Management, Business Administration, or a related field.
- Strong organizational skills with excellent attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal abilities.
- Ability to handle sensitive and confidential information with professionalism and integrity.
- Proactive attitude with a willingness to learn and contribute in a fast-paced environment.

Job Benefits

- Hands-on experience in a renowned health research organization.
- Exposure to various facets of HR functions.
- Mentorship and guidance from experienced HR professionals.
- Networking opportunities within the healthcare and research industry.
- Stipend or compensation as per the company's policy.

Hiring organization

Wits Health Consortium

Employment Type

Intern

Duration of employment

3 Months

Industry

Research Services

Job Location

Soweto, Gauteng, South Africa,
1804, Soweto, Gauteng, South Africa

Working Hours

09

Date posted

November 3, 2024

Valid through

28.12.2024

Contacts

1. **Application Submission:** Interested candidates should submit their application via email or through the online application portal, as specified in the job posting.
2. **Prepare Application Materials:** Ensure you have the following documents ready:
 - Updated Resume/CV highlighting relevant education, skills, and experiences.
 - Cover Letter: Tailored to the internship position, expressing your interest, qualifications, and what you hope to gain from the experience.
3. **Complete Application Form (if applicable):** If there's an online application form, fill it out accurately and completely. Provide all required information and attach your application materials.
4. **Submission Deadline:** Be mindful of the application deadline and submit your application before the specified closing date. Late applications might not be considered.
5. **Follow Instructions:** Pay attention to any specific instructions mentioned in the job posting regarding application format, documents, or additional requirements. Ensure compliance with these instructions.
6. **Contact Information:** Double-check that your contact information, especially your email address and phone number, is accurate and easily accessible.
7. **Proofread:** Before submitting, thoroughly proofread your application materials for any errors in grammar, spelling, or formatting.
8. **Confirmation:** After submission, if there's an acknowledgment or confirmation email provided, ensure you receive it. This confirms that your application has been received.
9. **Follow-Up:** If you haven't received any acknowledgment within a reasonable time frame, you may consider following up to ensure your application was received and to express your continued interest in the position.