

<b>VACANCY</b>	
<b>Job title:</b>	Human Resources Intern (12 Months Contract)
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
<b>Main purpose of the job:</b>	To provide administrative support to the Human Resources team and assist with a wide range of Human Resources related activities and tasks.
<b>Location:</b>	Tshepong Hospital, Matlosana
<b>Closing date:</b>	16 August 2024
<b>Submit detailed CV to:</b>	<a href="mailto:vacancies44@witshealth.co.za">vacancies44@witshealth.co.za</a>
<b>Advert reference number:</b>	HR Intern: 01
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

#### Key performance areas

- Compile contract renewals, transfer/increase/promotion/retirement/change in working conditions letters, maternity leave agreements and certificates of service.
- Collate all relevant month end input for HR and Payroll (i.e. timesheets, starter packs etc.)
- Maintain all current HR databases, spreadsheets and records to ensure data integrity at all times.
- Maintain personnel files to ensure the availability of information and data integrity at all times.
- Update all records and files for audit purposes.
- Process all employee terminations i.e. resignations, end of contract, non-renewal of contracts etc.
- Assist the Human Resources Officers with recruitment activities i.e. screening applicants, scheduling interviews, preparing interview packs, qualification checks, reference checks etc.
- Prepare regret letters for all short-listed candidates.
- Assist and resolve queries relating to recruitment offers and employment contracts.
- Ensure that probation appraisals are done and assist with post probation interviews.
- Generate all required HR administration within deadlines.

#### Required minimum education and training

Human Resources Degree/ Diploma

#### Required minimum work experience

A minimum of one year working experience in a Human Resources Generalist role will be advantageous.

#### Desirable additional education, work experience and personal abilities

- Attention to detail.
- Willingness to learn.
- Ability to work within a team.
- Good attention to details.
- Ability to work under pressure with tight deadlines and multitask.
- Good communication skills.
- Excellent planning and organizing skills.
- Ability to exercise discretion, work independently and as a part of a multidisciplinary team.
- Must have a high level of customer service orientation and the ability to adapt in a consistently changing environment.

Should you be interested in applying for this vacancy, please send an email to [vacancies44@witshealth.co.za](mailto:vacancies44@witshealth.co.za). The subject heading of the email must read **HR Intern:01**. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV