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National Library of South Africa (NLSA): Human Resources Management Trainee / Intern 2024 Apply Online

Description

The National Library of South Africa (NLSA) is seeking a motivated and passionate individual to join our team as a Human Resources Management Trainee / Intern. This position offers an excellent opportunity for aspiring HR professionals to gain hands-on experience and valuable insight into the field of human resources within a dynamic and culturally rich environment.

Responsibilities

- **Learning and Development Support:** Assist in the coordination of training programs, workshops, and learning initiatives for staff members. Collaborate with HR team members to develop training materials and resources.
- **Recruitment and Selection:** Participate in the recruitment process by sourcing candidates, screening resumes, scheduling interviews, and conducting reference checks. Gain exposure to various recruitment strategies and techniques.
- **Employee Relations:** Support HR staff in managing employee relations matters, including grievances, disciplinary actions, and conflict resolution. Learn to effectively communicate HR policies and procedures to staff members.
- **HR Administration:** Assist with HR administrative tasks such as maintaining employee records, updating databases, and preparing HR-related documentation. Gain proficiency in HRIS (Human Resources Information Systems) and other relevant software.
- **Policy and Procedure Compliance:** Ensure compliance with company policies, procedures, and relevant employment laws. Assist in reviewing and updating HR policies and documentation as needed.
- **Special Projects:** Participate in special HR projects and initiatives aimed at improving HR processes, enhancing employee engagement, and supporting organizational goals.

Qualifications

- Currently pursuing or recently completed a degree/diploma in Human Resources Management, Industrial Psychology, Business Administration, or a related field.
- Strong interpersonal and communication skills.
- Detail-oriented with excellent organizational abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Demonstrated interest in human resources and a willingness to learn and grow in the field.

Job Benefits

Hiring organization

National Library of South Africa

Employment Type

Intern

Duration of employment

3 Months

Industry

Libraries

Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

May 25, 2024

Valid through

26.02.2028

- Valuable hands-on experience in a prestigious cultural institution.
- Mentorship and guidance from experienced HR professionals.
- Exposure to diverse HR functions and projects.
- Networking opportunities within the NLSA and the broader cultural sector.
- Possibility of future employment or professional references based on performance.

Contacts

- **Prepare Your Application Materials:** Ensure you have an updated resume/CV and any other relevant documents (e.g., academic transcripts, certificates).
- **Compose a Cover Letter:** Write a cover letter expressing your interest in the position, highlighting your qualifications, relevant skills, and why you would be a great fit for the role.
- **Visit the NLSA Careers Page:** Go to the official National Library of South Africa (NLSA) website and navigate to the “Careers” or “Jobs” section.
- **Search for the Position:** Look for the Human Resources Management Trainee / Intern position among the listed job openings. Click on the job title to view the full job description and application instructions.
- **Complete the Online Application Form:** Follow the instructions provided to complete the online application form. You may need to create an account on the NLSA’s recruitment portal if you’re applying for the first time.
- **Upload Your Documents:** Upload your resume/CV, cover letter, and any other required documents as per the application guidelines. Ensure all documents are in the specified format and size limits.
- **Review and Submit Your Application:** Review your application carefully to ensure accuracy and completeness. Make any necessary edits or revisions before submitting your application.
- **Confirmation of Receipt:** After submitting your application, you should receive a confirmation email acknowledging receipt of your application. If you don’t receive a confirmation email, reach out to the NLSA’s HR department for clarification.
- **Wait for Communication:** Once the application deadline has passed, the NLSA’s HR team will review all applications received. If your application is shortlisted, you may be contacted for further assessment or an interview.
- **Stay Informed:** Keep an eye on your email and/or the NLSA’s official communication channels for updates regarding your application status. Be prepared to respond promptly to any requests for additional information or interviews.