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South African Civil Aviation Authority: HR Internships 2024 Latest Opportunities

Description

SACAA is offering an exciting opportunity for a motivated and enthusiastic individual to join our Human Resources team as an Intern. This internship provides a unique chance to gain hands-on experience in the field of HR within a dynamic and impactful organization.

Responsibilities

- 1. Recruitment Support:**
 - Assist in the recruitment process by posting job openings, reviewing resumes, and coordinating interviews.
 - Participate in the development of interview questions and evaluation criteria.
- 2. Employee Onboarding:**
 - Support the onboarding process for new hires, ensuring a smooth transition into the organization.
 - Assist in the orientation sessions and preparation of onboarding materials.
- 3. HR Administration:**
 - Handle various administrative tasks related to HR processes, including maintaining personnel records and databases.
 - Support in the preparation of HR-related documentation.
- 4. Training and Development:**
 - Collaborate with the HR team in organizing training sessions and workshops.
 - Assist in tracking employee training and development initiatives.
- 5. Employee Relations:**
 - Contribute to maintaining positive employee relations by addressing general queries and concerns.
 - Support in organizing employee engagement activities.

Qualifications

- Currently pursuing a degree in Human Resources, Business Administration, or a related field.
- Strong communication and interpersonal skills.
- Detail-oriented with excellent organizational abilities.
- Proficient in Microsoft Office Suite.
- Ability to maintain confidentiality and handle sensitive information.

Job Benefits

- Exposure to real-world HR practices within a regulatory authority.
- Mentorship and guidance from experienced HR professionals.
- Networking opportunities within the aviation industry.
- Potential for continued growth and development within SACAA.

Hiring organization

South African Civil Aviation Authority

Employment Type

Intern

Duration of employment

3 Months

Industry

Airlines and Aviation

Job Location

Midrand, Gauteng, South Africa, 1685, Midrand, Gauteng, South Africa

Working Hours

09

Date posted

May 10, 2024

Valid through

29.01.2028

Contacts

1. Prepare Your Application Materials:

- Update your resume to reflect your education, relevant coursework, work experience, and any other relevant skills.
- Write a cover letter expressing your interest in the HR Intern position. Highlight your qualifications, motivation, and what you hope to gain from the internship.
- Ensure you have academic transcripts ready to submit if required.

2. Compose an Email:

- Open your email client and create a new message.
- In the subject line, write: "HR Intern Application – [Your Full Name]."

3. Attach Documents:

- Attach your resume, cover letter, and academic transcripts (if applicable) to the email. Ensure they are in a format that is easily accessible, such as PDF or Word.

4. Compose the Email Body:

- In the body of the email, briefly introduce yourself and express your interest in the HR Internship at SACAA.
- Mention any specific details requested in the job posting, such as your availability or any specific application requirements.

5. Email Address:

- Send your application to the designated email address provided in the job description.

6. Proofread:

- Before sending, carefully proofread your email, resume, and cover letter to ensure there are no errors.

7. Submit Before the Deadline:

- Make sure to submit your application before the specified deadline mentioned in the job description.

8. Follow-Up:

- After submitting your application, you may choose to follow up with the SACAA HR department to confirm receipt and express your continued interest in the position.