

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity Plan.

COLLEGE OF HUMANITIES

PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE (PYEI)

HUMAN RESOURCES INTERN

HOWARD COLLEGE

SIX MONTHS FIXED TERM CONTRACT

REFERENCE NO: HUM10/2023

The University of KwaZulu-Natal, in partnership with the Department of Higher Education and Training, seeks to provide **unemployed university graduates** employment and on-the-job training, as part of the Presidential Youth Employment Initiative (PYEI).

Human Resources Division within the College of Humanities seeks to appoint an HR intern to support the team for a 6-months fixed term contract. The incumbent will be expected to learn and develop good understanding of human resources value chain from entry to exit. S/he will be exposed to Human Resources consulting within the College and provision of best practice processes regarding recruitment, training and development, remuneration matters, change management, transformation and employment equity, organisational development, talent and performance management, employee relations, disciplinary matters, employee wellness, and general human resources administrative duties.

Minimum Requirements

- Bachelor's degree in Human Resources and/or Industrial Psychology and other related
- Knowledge and understanding of Human Resources theories and best practices

Who are we looking for?

If you are between the ages of 18 and 35, currently unemployed, not studying full time, nor receiving any form of a government grant (including NSFAS), a young person living with disability or a woman, you are eligible and encouraged to apply. In addition, you must have;

- completed your qualification (Higher Certificate, Diploma or Degree) and provide proof of the same.
- an excellent ability to work with people and within groups;
- good communication skills, be a good listener; and
- an interest in serving the university community.

Shortlisted candidates may be required to undergo a skills test.

The applicable stipend will be paid to the successful candidate.

The closing date for receipt of applications is Monday, 22 May 2023.

Applicants are required to complete the relevant application form which is available at:

<http://vacancies.ukzn.ac.za/Home.aspx>

Completed forms must be sent via e-mail to: recruitment-humanities@ukzn.ac.za

The advert Reference Number must be clearly stated in the subject line

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.