



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

HUMAN RESOURCES DEPARTMENT

ETDP-SETA SPECIAL DISPENSATION

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below.

Internship Positions (5 Posts)

(24 months contract)

Ref: 109/2024/BGM/Intern

Mindful of the prevailing socio-economic conditions in South Africa, and in support of the national transformation agenda, Sefako Makgatho Health Sciences University (SMU) would like to provide internships to deserving young unemployed citizens. In this way, SMU hopes to provide experience to young South Africans, and give them the opportunity to be employable and to compete in the job market.

The incumbents will be exposed to gaining experiential learning in the field of Human Resources and they must meet the following requirements and be responsible for the following key performance areas:

MINIMUM REQUIREMENTS

- A minimum of a Bachelor's Degree (NQF 7) in Human Resources/ Industrial Psychology/ Organisational Development/ Employee Relation or equivalent (attach transcript)
- New entrants into HR environment (in other words you must not have held an HR internship before)
- Computer literacy (MS Office Suite)
- Good communication and interpersonal skills
- Ability to pay attention to detail
- Must be a South African citizen

COMPETENCIES

- Time management
- Confidentiality, tact and discretion when dealing with people
- Client focus
- Result focus
- Stress tolerance

DUTIES

- Assist in performing HR administration and provide support to the HR Department
 - Assist in responding to all HR-related queries
 - Assist with all the activities of the Human Resources Department
 - Organise and schedule meetings
 - Minute taking
 - Typing of letters, memos and reports
 - Filing
 - Travelling logistics
 - Accommodation Bookings
 - Rotated to receive exposure to relevant HR functions
 - Contribute to the overall development of SMU and actively improve institutional culture
 - Perform any other HR related duties assigned by the office
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Closing date: 27 November 2024

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be emailed to Ms BG Mbanjwa, to hr.recruitment4@smu.ac.za, OR post to Sefako Makgatho Health Sciences University, Human Resources Department, P.O Box 68, MEDUNSA, 0204.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3071

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The university reserves the right to make or not to make an appointment