



**sonedi**

South African National Energy  
Development Institute

ENERGY INNOVATION FOR LIFE

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## JOB REQUIREMENTS

**Position:** Internship  
**Programme:** Administration  
**Division:** Human Resources  
**Location:** SANDTON  
**Period:** 1 July 2023 – 30 June 2025

### Purpose

- The purpose of this position is to assist with day to day operations within the Human Resources Department.

### 🌟 Qualifications and experience

- Degree in Human Resources or related field
- Advanced computer typing skills (MS Office, Ms. Excel in particular)
- Hands-on experience with an HRIS or HRMS
- Excellent organizational skills
- Strong communications skills

### 🌟 Duties/Outputs

- Assisting with day to day operations of the HR functions and duties
- Providing clerical and administrative support to Human Resources BP and HR Manager.
- Compiling and updating employee records (hard and soft copies)
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)

- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by collecting correct inputs (absences, bonus, leaves, etc)
- Communicate with stakeholders when necessary
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees.

The closing date for this position is: **23 June 2023**

Please email a detailed CV to: [Hrintern@sanedi.org.za](mailto:Hrintern@sanedi.org.za)