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National Heritage Council (NHC): HR Internships (2026 / 2027) Apply Online

Description

The National Heritage Council is offering a valuable opportunity for an enthusiastic and dedicated HR Intern to join our team. This internship provides an invaluable chance to gain practical experience in the human resources field within a renowned heritage organization. The successful candidate will work closely with our HR team and contribute to various projects and initiatives aimed at supporting our workforce and promoting a positive organizational culture.

Responsibilities

- Assisting in the recruitment and selection process, including drafting job descriptions, posting vacancies, and screening resumes.
- Supporting HR managers in conducting interviews and candidate evaluations.
- Assisting in onboarding and orientation processes for new employees.
- Maintaining and updating employee records and databases.
- Assisting in HR projects related to employee engagement, training, and development.
- Supporting in the implementation of HR policies and procedures.
- Providing administrative support to the HR department as needed.

Qualifications

- Currently enrolled in or recent graduate of a Bachelor's degree program in Human Resources Management, Business Administration, or a related field.
- Strong organizational and multitasking abilities with keen attention to detail.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Ability to maintain confidentiality and handle sensitive information professionally.
- A proactive attitude with a willingness to learn and contribute to team projects.

Job Benefits

- Hands-on experience in a reputable heritage organization.
- Mentorship and guidance from experienced HR professionals.
- Opportunity to learn about HR processes in a real-world setting.
- Exposure to various aspects of HR, including recruitment, onboarding, and employee relations.
- Networking opportunities within the heritage and cultural sector.

Contacts

Interested candidates meeting the above requirements are encouraged to submit their resume and a cover letter explaining their interest in the HR Internship position at the National Heritage Council of South Africa.

Hiring organization

National Heritage Council of South Africa

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

June 19, 2026

Valid through

14.02.2028

The National Heritage Council is an equal opportunity employer committed to diversity and inclusion in the workplace.

Join us in preserving and celebrating South Africa's diverse heritage while gaining valuable HR experience with the National Heritage Council!