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Oza Holdings: HR Graduate Internships 2026/27 Apply Now

Description

The HR Graduate Internship program at Oza Holdings is designed to provide recent graduates with a hands-on experience in various facets of human resources. This internship offers an immersive learning environment where interns will gain practical knowledge, skills, and exposure to real-world HR practices.

Responsibilities

- Assist HR team in day-to-day operations, including recruitment, onboarding, and employee engagement initiatives.
- Support in maintaining and updating HR databases and employee records.
- Contribute to the development and implementation of HR policies and procedures.
- Participate in HR projects such as performance management, training, and talent development programs.
- Collaborate with cross-functional teams to support organizational objectives.
- Conduct research on HR trends and best practices to propose innovative solutions.

Qualifications

- Recent graduate or final year student pursuing a Bachelor's or Master's degree in Human Resources Management or related field.
- Strong passion for HR with a desire to learn and grow in the field.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to multitask, prioritize, and work in a fast-paced environment.
- Proactive attitude with a keen attention to detail.

Job Benefits

- Mentorship from seasoned HR professionals.
- Exposure to diverse HR functions and projects.
- Hands-on experience in a corporate setting.
- Networking opportunities within the company.

Contacts

- Resume/CV: Prepare an updated resume or curriculum vitae highlighting your education, relevant coursework, any HR-related projects, internships, or work experience, along with your skills and achievements.
- Cover Letter: Draft a compelling cover letter expressing your interest in the HR Graduate Internship at Oza Holdings. Describe why you are passionate about human resources, how this internship aligns with your career goals, and what you can contribute to the team.
- Email Subject: Use a clear and concise email subject line indicating your interest in the HR Graduate Internship position. For example, "Application

Hiring organization

Oza Holdings

Employment Type

Intern

Duration of employment

3 Months

Industry

Mining

Job Location

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

Working Hours

09

Date posted

June 13, 2026

Valid through

14.02.2028

for HR Graduate Internship – [Your Name].”

- Submission: Compile your resume/CV and cover letter into a single PDF or Word document. Send your application materials via email to the designated contact person or HR department at Oza Holdings. The contact details for application submission should be provided in the internship posting or on the company’s website.
- Follow-Up: After submitting your application, you may consider following up within a reasonable timeframe to express your continued interest and inquire about the status of your application. However, ensure that you adhere to any instructions provided regarding follow-up communication.