



**iThemba
LABS**
Laboratory for Accelerator
Based Sciences

Department: HUMAN RESOURCES

POSITION: HR Intern

Purpose: To assist the Manager and HR Practitioners with daily duties.

Minimum Requirements:

- University Degree/ National Diploma / BTech Human Resources

Skills and attributes:

- Attention to detail
- Good inter-personal skills
- Good organisational skills
- Willingness to learn
- Enthusiasm and commitment

Duties will include but are not limited to:

The candidate will assist the manager in:

Recruitment & Selection

Assist in carry out administrative processes in the recruitment process, for example;
Screening and shortlisting CV's
Send MIE forms to possible candidate
Assisting with screening, shortlisting & calling applicants for interviews
Place adverts on the notice boards,
Creating pre-interview packs for panel members as well Creating interview packs for various panel members

Payroll

Filling of all payroll related documents.

Performance Management

Assist with capturing, checking and filling performance agreements and reviews.

Training and development

Assist with capturing training information on the annual WSP
Booking of training venues

General

HR Meeting minutes

Creating new personnel files

Update and maintain the HR filing systems on a regular basis,

Booking of venues

Update the HR Calendar

Recreating staff files

The NRF is committed to employment equity and redress. Correspondence will be conducted with the shortlisted candidates. Applicants should e-mail their detailed CV careers@tlabs.ac.za

Closing Date: 22 January 2018