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Housing Development Agency: HR Internships [2025-26]

Description

The Housing Development Agency (HDA) is committed to nurturing the next generation of professionals in the construction and human settlements sector. Our Human Resources Internship Programme is designed to provide unemployed graduates, particularly those from tertiary institutions such as universities and universities of technology, with valuable work experience and skills. The primary aim of this internship is to enhance the employability of graduates by offering practical, hands-on experience in the public service sector, specifically within the realm of human resources.

Responsibilities

- **Administrative Support:** Assist the HR department with various administrative tasks including filing, data entry, and record management. Ensure that all HR documentation is accurately maintained and updated.
- **Recruitment Assistance:** Support the recruitment process by posting job advertisements, screening resumes, scheduling interviews, and communicating with candidates. Aid in the preparation of recruitment reports and documentation.
- **Employee Onboarding:** Facilitate the onboarding process for new employees, including the preparation of onboarding materials, orientation schedules, and necessary documentation. Assist in the coordination of induction sessions and follow-up with new hires.
- **Training and Development:** Help organize and coordinate training and development programs. Assist in tracking employee participation and maintaining records of training activities.
- **HR Projects:** Contribute to various HR projects and initiatives aimed at improving HR processes and practices. Participate in research and analysis to support HR strategies and programs.
- **Compliance and Reporting:** Ensure adherence to HR policies and procedures. Assist in the preparation of reports related to HR metrics, compliance, and other relevant areas.
- **Employee Relations:** Provide support in managing employee relations matters. Assist in resolving basic HR issues and queries in a professional and timely manner.
- **General HR Support:** Offer general support to the HR team and other departments as needed. This may include preparing HR-related correspondence, organizing HR events, and other tasks as assigned.

Qualifications

- **Educational Qualification:** A degree or BTech in Human Resources Management or Industrial Psychology is required.
- **Residency:** Candidates must be residing in Johannesburg.
- **Experience:** This internship is specifically for individuals who have not previously had internship or work experience. This opportunity is ideal for recent graduates seeking to gain initial experience in the HR field.

Hiring organization

Housing Development Agency

Employment Type

Intern

Duration of employment

3 Months

Industry

Construction

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

June 28, 2025

Valid through

19.07.2028

Skills

- Strong organizational and administrative skills with attention to detail.
- Excellent verbal and written communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle confidential information with discretion.
- Enthusiastic, proactive, and eager to learn.
- Ability to work effectively both independently and as part of a team.

Job Benefits

- **Professional Development:** Gain hands-on experience in a dynamic HR environment within the public sector, enhancing your understanding of human resources management and practices.
- **Skill Enhancement:** Develop practical skills in various HR functions, including recruitment, employee relations, training, and compliance. Learn to navigate HR software and tools used in a professional setting.
- **Career Growth:** Improve your employability by acquiring valuable experience and building a professional network within the construction and human settlements sector.
- **Mentorship:** Receive guidance and mentorship from experienced HR professionals, providing insights into career progression and best practices in human resources.
- **Networking Opportunities:** Connect with professionals and stakeholders in the public service sector, expanding your professional network and opening doors to future career opportunities.

Contacts

Interested candidates who meet the above criteria should submit a detailed CV along with a cover letter outlining their interest in the HR Internship Programme and their suitability for the role.