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OUTsurance: Human Capital Internships [2025-26]

Description

OUTsurance is a leading insurance provider renowned for our innovative approach and commitment to delivering exceptional customer service. We are dedicated to creating a dynamic work environment that fosters growth, learning, and development. Our Human Capital Internships are designed to provide recent graduates with valuable work experience and insights into the human capital field.

Our Human Capital Internship is a structured, work-based program tailored for unemployed graduates seeking practical experience in the human resources domain. This 12-month fixed-term internship agreement will provide you with hands-on experience while you contribute to various facets of our human capital functions. Please note that this is an internship position and not an employment contract.

Responsibilities

- **Learner Management:**
 - Load learner information onto the INSETA System.
 - Scan and save certified ID documents and matric certificates for new learners on the proxy system. Follow up on outstanding submissions to ensure compliance.
 - Ensure accuracy of all learner details on the results spreadsheet, aligning with information from the learner's ID book.
- **Administrative Support:**
 - Prepare and manage verification processes for Skills Programme and Full Qualification.
 - Maintain and update the Training queries, RE, COB, CPD, and Learning Academy mailboxes.
 - Prepare the monthly FAIS admin report and keep the F&P (Fit and Proper) or competency register current.
- **Documentation and Compliance:**
 - Manage and save contracts related to RE, CPD, COB, and FQ using DocuSign. Ensure that all parties have signed the contracts and follow up on any outstanding signatures.
 - Support departments by collecting and coordinating internal compliance data for auditors and other departments, particularly the Competency Register.
 - Develop a solid understanding of F&P requirements, FAIS regulations, and credit systems.
- **Support Functions:**
 - Build and maintain positive relationships with trainers, assessors, moderators, and service providers.
 - Assist in the preparation of bursary applications and cash grants.
 - Demonstrate adaptability and responsiveness to change, managing multiple priorities and handling pressure effectively.

Educational Background:

- Degree or Diploma in one of the following fields:

Hiring organization

OUTsurance

Employment Type

Intern

Duration of employment

3 Months

Industry

Insurance

Job Location

Centurion, Gauteng, South Africa,
0157, Centurion, Gauteng, South
Africa

Working Hours

09

Date posted

June 3, 2025

Valid through

19.07.2029

- Human Resource Development
- Human Resources
- Industrial Psychology
- Labour Relations
- BCom Law / LLB

Skills

- Ownership of the role with a strong sense of responsibility for assigned functions.
- Analytical mindset with a focus on problem-solving.
- Excellent communication skills with the ability to build strong networks and propose solutions at senior forums.
- High attention to detail with a strong administrative orientation and exceptional language and writing abilities.
- Innovative thinking with a capacity for creative problem-solving.
- Ability to work independently as well as part of a team.
- Strong research skills and the ability to cope with pressure and setbacks.
- Adaptive and responsive to change, comfortable with technology, and results-oriented.

Contacts

Interested candidates who meet the requirements and are eager to gain valuable experience in the human capital field are encouraged to apply. Please submit your resume and a cover letter detailing your interest in the internship and how your qualifications align with the responsibilities outlined.

OUTsurance is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join us at OUTsurance and start your journey towards a rewarding career in Human Capital!