



<https://www.internshipswired.online/job/rand-mutual-assurance-internships-2/>

## Rand Mutual Assurance: HR Internships 2026 New Hiring

### Description

The Human Resources Internship at Rand Mutual Assurance is an enriching opportunity for individuals seeking hands-on experience in the field of HR. As an intern, you will work closely with seasoned HR professionals, gaining valuable insight and practical knowledge across various HR functions. This internship provides a unique chance to apply theoretical learning in a real-world corporate setting while contributing to meaningful projects that impact our workforce positively.

### Responsibilities

- Support HR team members in day-to-day operations, including recruitment, onboarding, and offboarding processes.
- Assist in talent acquisition activities by screening resumes, scheduling interviews, and coordinating recruitment logistics.
- Contribute to the development and implementation of HR policies, procedures, and programs.
- Participate in employee engagement initiatives, including wellness programs, events, and recognition activities.
- Aid in HR data management and analysis, ensuring accuracy and confidentiality of employee records.
- Collaborate on projects related to learning and development, performance management, and HR administration.

### Qualifications

- Currently pursuing a degree in Human Resources Management, Industrial Psychology, Business Administration, or related field.
- Strong passion for HR and a genuine interest in developing a career in this field.
- Excellent communication skills, both written and verbal.
- Proactive attitude with the ability to work independently and in a team.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Attention to detail and a high level of confidentiality.

### Job Benefits

- Valuable hands-on experience in a corporate HR environment.
- Mentorship and guidance from experienced HR professionals.
- Exposure to diverse HR functions and projects.
- Networking opportunities within the industry.
- Possibility of career advancement within Rand Mutual Assurance based on performance and available opportunities.

### Contacts

1. **Online Application:** Visit the Rand Mutual Assurance career portal or

### Hiring organization

Rand Mutual Assurance

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Insurance

### Job Location

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

### Working Hours

09

### Date posted

October 8, 2025

### Valid through

06.12.2026

website to access the current job openings. Look for the Human Resources Internship position and click on the “Apply Now” or “Submit Your Application” button.

2. **Prepare Your Documents:** Before applying, ensure you have the following documents ready:
  - Updated Resume/CV: Highlight your education, skills, relevant coursework, any HR-related experience (if applicable), and extracurricular activities.
  - Cover Letter: Craft a well-written cover letter expressing your interest in the HR Internship position, explaining why you are a suitable candidate, and how this opportunity aligns with your career goals.
3. **Complete the Application:** Fill in the required fields on the online application form. Upload your resume/CV and cover letter as specified in the application portal.
4. **Double-Check Information:** Review your application thoroughly to ensure accuracy and completeness. Check for any spelling or grammatical errors before submitting.
5. **Submission:** Click the “Submit” or “Send” button to submit your application. You may receive a confirmation email acknowledging the receipt of your application.
6. **Follow-Up:** After applying, allow some time for the recruitment team to review applications. If shortlisted, you might be contacted for further steps, which may include interviews or assessments.