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SA National Parks: HR / Human Resource Internships 2025 New Hiring

Description

We are seeking a motivated and enthusiastic individual to join our Human Resources team as an intern. This internship provides a hands-on learning experience in various aspects of HR management within the context of conservation and eco-tourism. As an HR intern, you will have the opportunity to work closely with experienced professionals, participate in ongoing projects, and contribute to the overall success of SANParks.

Responsibilities

- Assist with recruitment and selection processes, including job postings, screening resumes, and scheduling interviews.
- Support the onboarding process for new employees, including orientation sessions and paperwork completion.
- Help maintain accurate employee records and databases, ensuring compliance with relevant policies and regulations.
- Assist with HR projects and initiatives, such as employee engagement surveys, performance management, and training programs.
- Provide administrative support to the HR team, including organizing meetings, preparing documents, and responding to inquiries.
- Contribute to the development and implementation of HR policies and procedures to support organizational objectives.
- Collaborate with other departments to address HR-related issues and promote a positive work environment.

Qualifications

- Currently enrolled in a Bachelor's or Master's degree program in Human Resources Management, Business Administration, or a related field.
- Strong interpersonal and communication skills, with the ability to work effectively in a team environment.
- Detail-oriented with excellent organizational and time management abilities.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and familiarity with HRIS software is desirable.
- Passion for conservation and environmental sustainability is highly valued.

Job Benefits

- Gain practical experience in HR management within a dynamic and mission-driven organization.
- Opportunity to work alongside experienced professionals and expand your professional network.
- Exposure to diverse projects and initiatives that contribute to conservation and eco-tourism.
- Potential for future career opportunities within SANParks or the broader

Hiring organization

South African National Parks

Employment Type

Intern

Duration of employment

3 Months

Industry

Leisure, Travel & Tourism

Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

July 24, 2025

Valid through

06.03.2028

conservation sector.

Contacts

To apply for this internship opportunity, please submit your resume and a cover letter outlining your interest and qualifications for the position. Additionally, please indicate your availability and preferred location for the internship. Applications should be sent with the subject line "HR Internship Application – [Your Name]." We look forward to receiving your application and welcoming you to the SANParks team!