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SANParks: HR / Human Resource Internships 2025 Apply Now

Description

As an HR / Human Resource Intern at SANParks, you will have the opportunity to gain valuable hands-on experience in the field of human resources while contributing to the organization's mission of conservation and environmental stewardship. This internship offers exposure to a dynamic work environment, collaboration with experienced HR professionals, and the chance to make a meaningful impact on the management of South Africa's national parks.

Responsibilities

1. **Recruitment and Selection:**
 - Assist in the recruitment process by posting job vacancies, screening resumes, and coordinating interviews.
 - Support the onboarding process for new employees, ensuring a smooth integration into the organization.
2. **Employee Relations:**
 - Contribute to fostering positive employee relations by assisting with conflict resolution and addressing employee queries.
 - Support HR initiatives aimed at promoting a positive and inclusive organizational culture.
3. **Training and Development:**
 - Assist in organizing and coordinating training programs for employees.
 - Collaborate with HR team members to identify learning and development opportunities for staff.
4. **HR Administration:**
 - Provide administrative support in maintaining accurate HR records and documentation.
 - Assist with HR-related projects and initiatives as needed.
5. **Compliance and Policies:**
 - Ensure compliance with relevant labor laws and organizational policies.
 - Assist in the development and implementation of HR policies and procedures.

Qualifications

- Currently pursuing or recently completed a degree in Human Resources, Business Administration, or a related field.
- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proactive attitude and willingness to learn in a fast-paced environment.

Job Benefits

- Exposure to various aspects of human resources within a conservation-

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

May 27, 2025

Valid through

12.01.2029

focused organization.

- Networking opportunities with professionals in the field.
- Potential for career growth within SANParks or the broader conservation sector.

Contacts

To apply for the HR / Human Resource Intern position at South African National Parks (SANParks), follow these steps:

- 1. Prepare Your Application Materials:**
 - Update your resume to include relevant educational background, work experience, and any other skills or qualifications.
 - Write a cover letter expressing your motivation for applying to the HR / Human Resource Intern position at SANParks. Highlight your interest in conservation and any relevant coursework or experiences.
- 2. Visit the SANParks Careers Page:**
 - Check the official SANParks website or careers page for information about current job openings and internships.
- 3. Find the HR / Human Resource Intern Position:**
 - Look for the specific internship position you are interested in, such as "HR / Human Resource Intern."
- 4. Read the Job Description:**
 - Carefully read the job description and requirements to ensure that you meet the qualifications for the position.
- 5. Prepare for the Application:**
 - Note any specific instructions provided in the job posting regarding the application process, required documents, and contact details.
- 6. Submit Your Application:**
 - Follow the instructions provided to submit your application. This may involve sending an email to the specified email address or using an online application portal.
- 7. Include Required Documents:**
 - Attach your resume and cover letter to your application. Ensure that you provide all required information and any additional documents requested in the job posting.
- 8. Double-Check Your Application:**
 - Before submitting, review your application to ensure that all information is accurate, and you have addressed the key points outlined in the job description.
- 9. Submit Before the Deadline:**
 - Be mindful of the application deadline, and ensure that you submit your application before the specified cutoff date.
- 10. Follow Up:**
 - If the job posting provides contact information, consider following up on your application with a polite email expressing your continued interest in the position.