Sasol: HR / Human Resource Internships 2025 Apply Now

Description
At Sasol, we are seeking motivated and passionate individuals to join our Human Resources (HR) team as interns. This internship opportunity provides hands-on experience and exposure within the HR domain, allowing interns to develop essential skills and insights in a dynamic corporate environment.

Responsibilities

- **Assist in Recruitment and Selection:** Engage in the recruitment process by collaborating with hiring managers, screening resumes, scheduling interviews, and participating in candidate evaluations.
- **HR Operations Support:** Provide support in various HR operational tasks, including maintaining employee records, updating databases, and assisting in payroll activities.
- **Learning and Development Initiatives:** Contribute to the planning and execution of training programs, workshops, and other learning initiatives to foster employee growth and development.
- **Employee Engagement Activities:** Assist in organizing and coordinating employee engagement activities, events, and initiatives to enhance workplace culture and employee morale.
- **HR Policy and Compliance:** Gain exposure to HR policies and procedures, assist in policy review, and ensure compliance with legal requirements.
- **Data Analysis and Reporting:** Assist in data collection, analysis, and preparation of HR reports to support decision-making processes.

Qualifications

- Currently pursuing a Bachelor's or Master's degree in Human Resources Management, Business Administration, or related field.
- Strong interpersonal skills and ability to collaborate effectively with cross-functional teams.
- Excellent organizational skills with attention to detail.
- Proficiency in Microsoft Office Suite.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information professionally.
- Eagerness to learn and contribute positively to the HR function.

Job Benefits

- Hands-on experience in various facets of HR operations within a leading global company.
- Mentorship and guidance from experienced HR professionals.
- Exposure to diverse projects and opportunities for professional development.
- Networking opportunities within the organization.

Hiring organization
Sasol

Employment Type
Intern

Duration of employment
3 Months

Industry
Chemical Manufacturing

Job Location
Sandton, Gauteng, South Africa, 2196, Sandton, Gauteng, South Africa

Working Hours
09

Date posted
July 10, 2025

Valid through
30.12.2026

- Competitive internship stipend.

Contacts

- **Visit the Sasol Careers Page:** Access the Sasol company website and navigate to the "Careers" or "Jobs" section.
- **Search for the Internship Position:** Look for the specific internship opening for HR or Human Resources. Use keywords like "HR Internship" or "Human Resource Intern" to locate the position easily.
- **Review Job Description and Requirements:** Read through the job description thoroughly to understand the responsibilities, qualifications, and expectations for the internship role.
- **Prepare Application Materials:** Update your resume/CV, and prepare a cover letter if required. Highlight relevant experiences, skills, and educational background that align with the internship requirements.
- **Submit Application:** Follow the instructions provided on the Sasol careers portal to submit your application. This may involve creating an account, filling out an online application form, and uploading your resume and any other required documents.
- **Double-Check Information:** Before submitting, review all the information entered and attached documents to ensure accuracy and completeness.
- **Submit Application:** Once satisfied with your application, submit it through the designated portal on the Sasol website.
- **Follow Up if Necessary:** If there's a specific contact or email provided for inquiries or follow-ups, consider sending a polite follow-up email after a reasonable period to express your interest and inquire about the status of your application.