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HUMAN RESOURCES INTERNS (2)

The OPFA is currently recruiting two (2) interns to embark on an outstanding development opportunity. The Pretoria based internship will be for a period of twelve (12) months starting on 1 August 2019. Interns will be exposed to various areas of human resources management including payroll, leave management, remuneration management and performance management. No prior work experience required. Upon successful conclusion of the internship, a permanent contract of employment could be offered.

Applicants must:

- Possess a National Diploma, B-Tech degree or a Bachelor degree in Industrial Psychology or Human Resources Management or Organisational Psychology
- An Honours degree in any of the above fields will be advantageous
- Be articulate, analytical and have preference to work in detail
- Strong computer literacy - master excel.
- Maintain high code of conduct and confidentiality

The candidate will receive training in the following areas:

- Updating personnel files
- Processing death and funeral claims
- Compiling certificates of service for review
- List preparation - long service awards

The Office of the Pension Funds Adjudicator was established in terms of Section 30B of the Pension Funds Act, 24 of 1956. The service offered is free to members of the public.

Centralised Complaints Helpline for All Financial Ombud Schemes 0860 OMBUDS (086 066 2837)

- Processing monthly reports for absenteeism, turnover, leave excess, new hires
- Advising employees on medical aid and other benefits
- Assisting line managers with queries
- Draft appointment letters
- Maintain organogram structure
- Maintain personal files and filing cabinets
- Recruitment and selection: candidate searches, liaison with providers, prepare interview guides and metrics
- Conduct interviews
- Take minutes of meetings
- Presentations on HR policies
- Support to HR Manager
- Payroll preparation

Applicants undertake to participate in a selection process that may include an interview process, communication competency testing - both verbal and written.

Applications must include:

- a cover letter motivating your application for this programme
- a CV
- certified copies of academic transcripts
- copy of ID and
- full contact details

Applications and contact details must be forwarded to careers@pfa.org.za by no later than Friday, 5 July 2019.