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SABC: HR Internships 2025/26 Apply Now

Description

SABC is seeking proactive and enthusiastic individuals to join its Human Resources team as HR Interns. This internship opportunity offers valuable hands-on experience in a dynamic media environment. The selected candidates will gain exposure to various aspects of HR functions, supporting the team in day-to-day operations, projects, and initiatives.

Responsibilities

- Support HR team in recruitment and selection processes, including job postings, candidate screening, and scheduling interviews.
- Assist in onboarding processes for new employees, including orientation sessions and necessary documentation.
- Aid in HR administrative tasks, such as maintaining employee records, updating databases, and handling inquiries.
- Participate in HR projects focused on employee engagement, training, and development initiatives.
- Collaborate with HR professionals on various HR-related tasks to gain practical experience and knowledge in the field.
- Contribute innovative ideas and solutions to improve HR processes and practices within the organization.

Qualifications

- Pursuing or recently completed a degree in Human Resources Management, Business Administration, or a related field.
- Strong communication skills, both written and verbal.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Excellent organizational skills with the ability to multitask and prioritize assignments.
- A positive attitude, eagerness to learn, and a strong work ethic.
- Knowledge or experience in HR practices or related fields is an advantage.

Job Benefits

- **Learning and Development Opportunities:** Gain hands-on experience and exposure to various HR functions within a dynamic media environment. Receive mentorship from experienced professionals and access to training sessions aimed at enhancing your HR skills and knowledge.
- **Networking Opportunities:** Interact and collaborate with professionals across different departments within SABC. Build valuable connections and expand your professional network within the broadcasting industry.
- **Career Development:** Acquire practical insights and experiences that can serve as a solid foundation for a career in Human Resources. Receive guidance and feedback to help you grow and develop in your field.
- **Insight into Broadcasting Industry:** Gain an understanding of the inner workings of a renowned broadcasting corporation in South Africa. Learn about the unique challenges and opportunities within the media landscape.

Hiring organization

South African Broadcasting Corporation

Employment Type

Intern

Duration of employment

3 Months

Industry

Broadcast Media Production and Distribution

Job Location

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

Working Hours

09

Date posted

December 12, 2024

Valid through

14.02.2028

- **Flexible Schedule:** Depending on the internship duration, enjoy the flexibility to balance your learning experience with other commitments or studies.
- **Potential for Future Opportunities:** Exceptional interns may be considered for future employment opportunities within SABC based on performance, availability of positions, and organizational needs.
- **Professional Environment:** Work in a professional and collaborative setting that values diversity, innovation, and creativity.

Contacts

- **Prepare Your Application Materials:** Update your resume and craft a tailored cover letter that highlights your interest in the HR internship position, relevant skills, and why you want to intern at SABC. Ensure your documents are well-formatted and error-free.
- **Check for Open Positions:** Visit the SABC website's career or internship section, or check reputable job boards where SABC posts its internship opportunities. Look for the specific HR Internship opening you're interested in applying for.
- **Submit Your Application:** Once you've identified the internship opening, follow the application instructions provided. This might involve submitting your resume, cover letter, and any other required documents (such as academic transcripts or letters of recommendation) via email or an online application portal.
- **Customize Your Application:** Tailor your application materials to align with the job description and company culture at SABC. Highlight your relevant skills, experiences, and enthusiasm for working in the HR field within a media corporation.
- **Follow Application Guidelines:** Pay close attention to any deadlines, specific instructions, or additional information requested in the internship posting. Ensure that you provide all the required information accurately and completely.
- **Double-Check Your Application:** Before submitting, review your application materials thoroughly to correct any spelling or grammatical errors. Make sure all documents are properly named and formatted as requested.
- **Submit and Await Response:** Once you've submitted your application, wait for a response from the HR department at SABC. If you're shortlisted, you may be contacted for further steps, such as interviews or assessments.