

ADVERTISEMENT – ADMIN INTERNSHIP POSITION

The South African Human Rights Commission invites interested graduates to apply for an Internship position. Interns must demonstrate a commitment to human rights.



SERVICE AREA	REQUIREMENTS	DUTIES	LOCATION
Admin Intern	Administration / Secretarial Diploma Knowledge of MS Office SAP Knowledge and understanding of relevant confidentiality requirements Understanding of general administration	<ul style="list-style-type: none"> • Perform telephone management and screening of calls in a professional and efficient manner • Provide general receptionist functions including receiving and referring visitors to the provincial office • Assisting in the Procurement of goods and services for the office • Ensure that the office is always neat and tidy and to attend to necessary cleaning duties as may be required • Provide assistance and support to the Admin Officer as and when required in relation to documents management • Ensure proper recording of all material that is available in the provincial office and to alert the Admin Officer of office needs • Perform general admin duties for the provincial office, including typing, taking of minutes, and filing when required • Provide assistance and support to all units within the provincial office e.g. filling; pulling out of diarized files and locating files when complainants contact the office 	Provincial office- Eastern Cape

		<ul style="list-style-type: none"> • Facilitate the car requisition process for provincial staff • Assist the Admin Officer with stationery stock taking on a monthly basis or as may be required • Assist the Admin Officer with the purchase of office groceries as may be required • Assist with managing the booking of the provincial office boardroom and other common rooms as may be required • Maintaining a proper and effective system for the recording of all incoming and outgoing mail; memos and relevant communication • Distributing incoming mails to relevant units within the provincial office • Attend to scanning of documents as and when requested 	
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NB: Computer literacy (Ms Word, Excel, E-mail, and the internet) is a general requirement in all service fields.

Note: * A monthly stipend of **R7 918.21** is payable

*Duration of the internship six (6) months

*Only shortlisted candidates will be contacted.

Kindly submit a one page cover letter, CV and academic record to recruitment@sahrc.org.za by **15h00 on Friday 07th March 2025**. Quote Internship EC on the subject line. Please note that candidates may be required to undergo competency assessments and subject themselves to security clearance procedures.

** Only shortlisted candidates will be invited for interviews.*

** Should you not hear from the Commission within one month after the closing date of the advert you should consider your application unsuccessful.*

** The SAHRC reserves the right not to make an appointment.*

For further details on the position advertised, please visit the SAHRC website: www.sahrc.org.za

Together, respecting and realising Human Rights