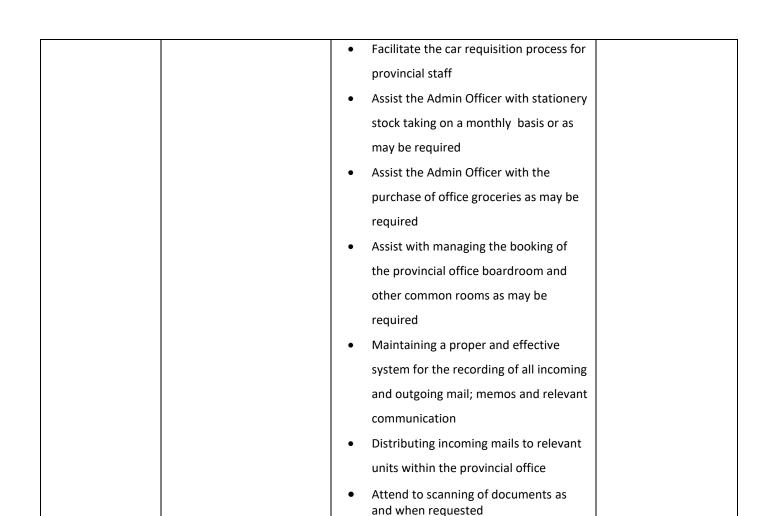
ADVERTISEMENT – ADMIN INTERNSHIP POSITION



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	Perform telephone management and	Provincial office-
	Knowledge of MS Office SAP Knowledge and understanding of relevant confidentiality requirements Understanding of general administration	screening of calls in a professional and efficient manner	Eastern Cape
		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	<u>:</u>
		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	
	1	1	1



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

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.

For further details on the position advertised, please visit the ${\bf SAHRC}$ website: ${\bf \underline{www.sahrc.org.za}}$

Together, respecting and realising Human Rights

^{*}Only shortlisted candidates will be contacted.

^{*} 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.