

## 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
Intern	<p>Administration / Secretarial Diploma</p> <p>Knowledge of MS Office</p> <p>Knowledge and understanding of relevant confidentiality requirements</p> <p>Understanding of general administration</p>	<ul style="list-style-type: none"> <li>• Perform telephone management and screening of calls in a professional and efficient manner</li> <li>• Provide general receptionist functions including receiving and referring visitors to the provincial office</li> <li>• Ensure that the office is always neat and tidy and to attend to necessary cleaning duties as may be required</li> <li>• Provide assistance and support to the Admin Officer as and when required in relation to documents management</li> <li>• Ensure proper recording of all material that is available in the provincial office and to alert the Admin Officer of office needs</li> <li>• Perform general admin duties for the provincial office, including typing, taking of minutes, and filing when required</li> <li>• 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</li> <li>• Facilitate the car requisition process for provincial staff</li> </ul>	Provincial office-North West

		<ul style="list-style-type: none"> <li>• Assist the Admin Officer with stationary stock take on a monthly basis as may be required</li> <li>• Assist the Admin Officer with the purchase of office groceries as may be required</li> <li>• Assist with managing the booking of the provincial office boardroom and other common rooms as may be required</li> <li>• Maintaining a proper and effective system for the recording of all incoming and outgoing mail; faxes and relevant communication</li> <li>• Distributing incoming mail/faxes to relevant units within the provincial office</li> <li>• Attend to faxing of letters / relevant communication as and when requested</li> </ul>	
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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 332.02 is payable

\*Duration of the internship twelve (12) months

\*Only shortlisted candidates will be contacted.

Kindly submit a one page cover letter, CV and academic record to [recruitment@sahrc.org.za](mailto:recruitment@sahrc.org.za) by **15h00 on 30 September 2022**. Quote Internship Admin 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](http://www.sahrc.org.za)

**Transforming Society. Securing Rights. Restoring Dignity**