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Council For Scientific And Industrial Research (CSIR) Internship 2026/2027 For Human Capital Administrator

Description

The Council for Scientific and Industrial Research (CSIR) is offering an internship opportunity for the position of Human Capital Administrator within the Human Capital Management Portfolio. This entry-level role is designed to provide comprehensive secretarial and administrative support to the Senior Manager of Learning and Capability Development and Corporate Social Investment (LCD & CSI). The position is located in Pretoria and plays a crucial role in ensuring the smooth and efficient operation of the portfolio.

This internship is structured to offer practical administrative experience in a professional setting. Interns will work closely with the Senior Manager and the Human Capital Management team, gaining insights into the intricacies of learning and capability development as well as corporate social investment initiatives. The program is designed to enhance organizational efficiency and support the strategic goals of the CSIR.

Responsibilities

Interns will be responsible for managing the Senior Manager's office, which includes coordinating diary management, arranging travel and accommodation, and preparing documentation for meetings. Additional tasks involve managing departmental stationery, coordinating equipment maintenance, and handling telephonic communications. Interns will also maintain an effective document filing system, manage document flow, produce various documents using required software, arrange meetings and events, draft meeting agendas, and follow up on outstanding invoices. They will also coordinate the alignment of the Portfolio's annual calendar with the CSIR Human Capital's schedule and manage the onboarding process for the Portfolio.

Qualifications

Candidates must possess a National Diploma or Degree in Administration or a human resources-related field. The ideal candidate will demonstrate excellent administrative skills, strong service orientation, and the ability to build professional relationships. The role requires self-reliance, discretion, initiative, problem-solving skills, and the ability to handle sensitive information with tact and good judgment. Organizational proficiency is also essential.

Job Benefits

This internship provides valuable exposure to the operations of a major research organization, enhancing professional development and skills in a supportive environment. Interns will gain hands-on experience in administrative processes and have opportunities for networking and mentorship within the CSIR.

How To Apply?

Applicants must submit their applications, including a detailed resume and a cover letter that highlights their relevant qualifications and interest in the internship. International qualifications must be accompanied by an evaluation report or

Hiring organization

Council For Scientific And Industrial Research (CSIR)

Employment Type

Intern

Duration of employment

12 months

Industry

Research Internships

Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours

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Date posted

December 1, 2024

Valid through

31.12.2026

certificate issued by the South African Qualifications Authority (SAQA). Candidates are encouraged to articulate their enthusiasm for the role and demonstrate how their skills align with the program's objectives.