



## FIXED-TERM CONTRACT (12 Months)

The Engineering Council of South Africa (ECOSA) is a statutory body charged with the mandate to regulate the engineering profession in accordance with the Engineering Profession Act 46 of 2000.

**Position Summary:** The **Human Resources Intern x2** will be responsible for assisting with various administrative duties within the Human Capital Business Unit. The successful candidate will report to the Senior Manager: Human Capital.

### Key Performances Areas:

- Support the administrative functions of the recruitment process;
- Creating and updating of manual and electronic staff files;
- Scheduling and coordination of HC related meetings;
- Participate in administration of Employee Relations activities and tasks;
- Maintain confidential records and files;
- Scheduling of training interventions;
- Prepare related HC reports;
- Attending to HC related queries;
- Administration of staff exit process; and
- Order stationery and office supply for the business unit.

### Key Attributes Required:

- Grade 12 (NQF level 4);
- HR degree/National Diploma;
- Excellent written and verbal communication skills;
- Organised and reliable;
- Teamwork and cooperation;
- Flexibility; and
- Experience using Microsoft Suite – word, excel, access, powerpoint and e-mail.

***Preferably newly qualified graduates seeking work experience should submit a cover letter, CV and copies of educational qualifications to:***

***Email:*** – [recruit@ecsa.co.za](mailto:recruit@ecsa.co.za)

***Closing Date for applications; 04 July 2024***

All positions will be filled in accordance with ECOSA's Employment Equity Plan. We encourage people with disabilities to apply.



Should we not contact you within one month of the close of date of this advertisement, please consider your application unsuccessful.

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Authorised by: **Mmamako Sepato**  
Acting Manager: Human Capital  
20 June 2024