



EXPERIENTIAL LEARNER : HUMAN RESOURCES
(REF -EL/HR 01/2022)
CLOSING DATE : 16 JANUARY 2023

BACKGROUND

The Moses Kotane Institute is looking to appoint a suitably qualified South African unemployed youth interested in gaining experience within the human resources field.

MINIMUM REQUIREMENTS

Applicants must have National Diploma in Human Resources Management or related field. At least 1-2 years' practical experience in an HR environment. Driver's license would be an added advantage.

RESPONSIBILITIES

Provide HR support required to support projects planning and implementation. Support in talent recruitment and selection. Assist with employee relations to ensure compliance. Assist with research required in updating HR policies and procedures.

CORE COMPETENCIES

Proficiency in Microsoft office applications. Strong interpersonal skills and ability to maintain confidentiality. Familiarity with Human Resources Information Systems software is an added advantage

TERMS OF APPOINTMENT

The successful candidate will be offered a 24-month fixed term contract, remunerated at **R7 000.00- R10 000.00 (TCOE)**

HOW TO APPLY

Interested candidates must e-mail a detailed copy of a CV with at least 2 (two) contactable references, certified copies of ID, driver's license, and relevant qualifications (not older than 6 months) to: **applications@moseskotane.com** before or on **16 January 2023**. Shortlisted candidates may be taken through a verification process.

Applications not compliant with the prescripts herein, will not be considered. For any technical queries contact the Human Resources Manager, on Nompilo.Mngoma@moseskotane.com. Candidates who have not heard from MKI within 2 weeks from the closing date, may consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied. The Institution reserves the right not to appoint.