



ADVERTISEMENT

People and Culture Intern

Contract type: Short Term Contract

Job Level: Unskilled

Work Location: Makhanda/Grahamstown, Eastern Cape

The National Research Foundation (NRF) supports and promotes research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural sciences, engineering, social sciences and humanities.

The South African Institute for Aquatic Biodiversity (NRF-SAIAB) is a National Research Facility of the NRF. NRF-SAIAB undertakes the study of African aquatic biodiversity and provides research infrastructure to the broader research community in Southern Africa. This includes specialised laboratories, vessels, natural history collections, remote observation platforms, seafloor mapping capabilities, and fish tracking arrays. Although NRF-SAIAB's headquarters are in Makhanda, the institute also has offices in Gauteng, Gqeberha and Durban.

To support the People and Culture department with HR administrative tasks, support recruitment and selection processes, support training and development and help maintain staff records. The intern will also gain relevant cross-functional experience to broaden their skills, enhance institutional understanding, and support capacity building.

Key Responsibilities:

HR Administration & Staff Support

Assistance with Recruitment & Selection and Staff Movements

Key Requirements:

Qualification:

Bachelor degree in HR and/ or related field

Experience:

- * Strong practical knowledge of the Microsoft Office
- * Experience in formatting and editing documents
- * Strong writing skills

Knowledge:

- * Knowledge of HRIS Systems
- * Sound knowledge of human resources best practice and related legislative requirements

Additional Notes:

- * Communication (verbal, written, speaking)
- * Interpersonal Skills
- * Planning & Organizing
- * Good administrative skills.
- * Negotiation skills
- * Influencing Skills
- * Collaboration
- * Problem Solving
- * Analytical Skills
- * Detail Orientation

Information:

The website www.nrf.ac.za provides more details on the NRF initiatives and activities.

Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

Closing Date: 24 March 2026

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only