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Doctors without Borders (MSF): Human Resource Internships 2024/25

Description

Doctors Without Borders (MSF) is seeking motivated and dedicated Human Resource Interns for the 2024/2025 period to join our dynamic team in Johannesburg. This internship will provide valuable experience in HR administrative functions as part of the DHR unit within the HR Team of MSF SnA. Interns will work closely with the HR Manager and HR Officer, supporting various aspects of the employee life cycle and the implementation of annual operational plans.

Responsibilities

- **Onboarding Support:** Schedule onboarding activities, draft offer letters and employment contracts for new hires, and assist in the preparation of contract changes for existing staff.
- **Employee File Management:** Open and maintain hard copy employee files according to the defined HR checklist and ensure all documentation is complete and verified.
- **Bamboo HR System Management:** Create and update Bamboo profiles for new staff and address any queries related to the system.
- **Logistics Coordination:** Source accommodation and logistics for staff relocations and maintain the visa tracker for non-South African staff.
- **Organizational Updates:** Regularly update the organogram and staff board and liaise with Communications for staff updates on the MSF website.
- **Exit Interviews:** Conduct exit interviews for all interns and assist in maintaining an evaluations tracker, flagging any non-submissions to the HR Manager.
- **Contract Management:** Monitor employee contracts and probation evaluations, ensuring timely follow-ups with managers and supervisors.
- **Wellness Initiatives Support:** Assist in organizing Staff Wellness Day logistics and monthly wellness talks, and support the Employee Assistance Program (EAP) queries.
- **Payroll Preparation:** Gather and submit required documentation for payroll processing by the 12th of each month.
- **Employee Benefits Management:** Ensure new staff are enrolled in all benefits programs and assist in explaining these benefits.
- **Compliance and Grievance Support:** Maintain documentation for disciplinary actions, advise staff on grievance procedures, and assist in resolving any issues.
- **Policy Familiarization:** Understand and adhere to all MSF SnA HR policies.

Qualifications

- Degree or National Diploma in Human Resource Management, Industrial and Organisational Psychology, or a related field.
- No prior experience is required.

Hiring organization

Doctors Without Borders (MSF)

Employment Type

Intern

Duration of employment

3 Months

Industry

Non-profit Organization
Management

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

November 5, 2024

Valid through

05.11.2029

- Basic knowledge of South African Labour Law (LRA, BCEA, Employment Equity, etc.).
- Understanding of the employee life cycle and HR generalist activities.
- Fluency in English (spoken and written); proficiency in additional languages is advantageous.

Skills

- Strong cross-cultural understanding and sensitivity.
- Excellent communication skills and flexibility.
- Strong customer service orientation and attention to detail.
- Proactive and innovative thinking, with a strong willingness to learn.
- Professionalism and ethical conduct.
- Ability to work collaboratively within a team and remain composed under pressure.

Contacts

To apply for the Human Resource Internships at Doctors Without Borders (MSF), please follow these steps:

1. **Visit the Application Page:** Click on this link to access the MSF career portal: [MSF Career Portal](#).
2. **Review the Job Details:** Take a moment to read through the job description, responsibilities, requirements, and skills outlined for the HR internship position.
3. **Prepare Your Application Documents:** Ensure you have your updated CV and a cover letter ready. Your cover letter should express your interest in the internship and highlight any relevant skills or experiences.
4. **Click on the Apply Button:** Once you are ready, look for the “Apply” button on the job listing page and click on it.
5. **Fill Out the Application Form:** Complete the online application form with your personal information, education, and any other required details.
6. **Upload Your Documents:** Attach your CV and cover letter as specified in the application form. Ensure that all documents are in the required format (usually PDF or Word).
7. **Submit Your Application:** After reviewing your application for completeness, submit it by clicking the appropriate button at the bottom of the form.
8. **Confirmation:** You should receive a confirmation email acknowledging the receipt of your application. If you do not receive this, check your spam or junk folder.
9. **Follow Up:** If you have not heard back after a reasonable period, consider following up via email to express your continued interest in the internship.

Make sure to apply before the application deadline and good luck!