



<https://www.jobzfrica.co.za/job/johannesburg-development-agency-internships/>

Johannesburg Development Agency: HR Internships 2026/27 New Hiring

Description

The JDA is offering an exciting opportunity for a highly motivated and passionate individual to join our team as an HR Intern. This internship program is designed to provide hands-on experience and exposure to various facets of human resources within a dynamic and fast-paced urban development agency. The successful candidate will work closely with our HR team, gaining valuable insights into HR practices, policies, and procedures while contributing to the JDA's mission.

Responsibilities

- Assist in the recruitment and selection process by sourcing candidates, screening resumes, and coordinating interviews.
- Support HR operations by maintaining employee records, updating databases, and managing documentation.
- Aid in organizing and facilitating training sessions, workshops, and other HR-related events.
- Assist in the implementation and communication of HR policies and procedures.
- Contribute to various HR projects and initiatives aimed at enhancing employee engagement, satisfaction, and retention.
- Provide administrative support to the HR team as required.

Qualifications

- Currently pursuing or recently completed a degree/diploma in Human Resources Management or a related field.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to handle confidential information with professionalism and discretion.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).
- Detail-oriented with excellent organizational and time management abilities.
- A proactive and adaptable attitude with a willingness to learn and take on new challenges.

Job Benefits

- Gain practical experience in a professional HR environment within a renowned urban development agency.
- Work closely with experienced HR professionals and mentors.
- Exposure to various HR functions, contributing to personal and professional growth.
- Opportunity to network with industry experts and build valuable connections.
- Possibility of future career advancement or employment opportunities within the organization based on performance.

Contacts

Interested candidates meeting the above requirements are encouraged to submit their resume and a cover letter outlining their interest in the HR Internship position at

Hiring organization

Johannesburg Development Agency

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

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

Working Hours

09

Date posted

May 22, 2026

Valid through

14.02.2028

Johannesburg Development Agency.

The Johannesburg Development Agency is an equal opportunity employer committed to diversity and inclusion in the workplace. We appreciate all applications; however, only candidates selected for an interview will be contacted.