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Mining Qualifications Authority (MQA): Human Resource / Admin Internships 2026/27 New Job Opening

Description

We are seeking a motivated and enthusiastic individual to join our team as a Human Resource / Admin Intern. This internship offers an excellent opportunity for individuals interested in gaining practical experience in human resource management and administrative functions within a reputable regulatory body in the mining industry.

Responsibilities

- Assisting the HR department in recruitment processes, including job postings, candidate screening, and scheduling interviews.
- Supporting HR personnel in onboarding processes for new employees, including documentation and orientation procedures.
- Assisting with administrative tasks such as filing, data entry, and maintaining employee records and databases.
- Contributing to HR-related projects and initiatives aimed at enhancing employee engagement and organizational culture.
- Providing support in organizing training programs and events for employees.
- Assisting in the implementation of HR policies and procedures.
- Collaborating with various departments on administrative tasks to ensure smooth operations.

Qualifications

- Currently pursuing or recently completed a degree/diploma in Human Resources Management, Business Administration, or related field.
- Strong organizational skills with a keen attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office applications (Word, Excel, PowerPoint).
- Ability to handle sensitive and confidential information with professionalism and discretion.
- Eagerness to learn and contribute to a dynamic work environment.

Job Benefits

- Gain hands-on experience in HR and administrative functions within a regulatory authority.
- Mentorship and guidance from experienced professionals in the field.
- Exposure to the workings of the mining industry and its human resource development aspects.
- Opportunity to network and build relationships within the industry.

Contacts

1. **Prepare Your Application Materials:**

Hiring organization

Mining Qualifications Authority

Employment Type

Intern

Duration of employment

3 Months

Industry

IT Services and IT Consulting

Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

May 24, 2026

Valid through

14.02.2028

- Update your resume/CV to highlight relevant education, skills, and experiences.
 - Write a cover letter expressing your interest in the internship and why you believe you're a suitable candidate. Tailor this letter to highlight your passion for human resources and administration.
- 2. Compose an Email:**
- Create a new email with the subject line: "Application for Human Resource / Admin Internship Position."
 - Address the email to the designated contact person or HR department (if provided in the job description).
- 3. Attach Your Documents:**
- Attach your updated resume/CV and cover letter to the email. Ensure the documents are in PDF or Word format.
 - Double-check that your contact information, including your email address and phone number, is accurate.
- 4. Write a Brief Email Message:**
- In the body of the email, briefly introduce yourself and express your interest in the internship position.
 - Mention that your attached documents contain your resume/CV and cover letter for the Human Resource / Admin Internship role.
- 5. Final Review and Send:**
- Before sending the email, carefully review all attached documents for any errors or typos.
 - Send the email to the provided contact email address or follow the application instructions given in the job description.
- 6. Follow-Up:**
- After submitting your application, consider following up within a week to confirm receipt of your application materials.
 - If no response is received after a reasonable period, you may politely inquire about the status of your application.