



<https://www.jobzfrica.co.za/job/rand-water-internships/>

Rand Water: Human Resources Internships Latest Hiring 2026/27

Description

Rand Water is seeking a passionate and motivated individual to join our team as a Human Resources Intern. This internship offers a unique opportunity to gain hands-on experience in various facets of human resources within a dynamic and socially impactful organization.

Responsibilities

- Assist in recruitment and selection processes, including job postings, candidate screening, and scheduling interviews.
- Support HR administrative tasks, such as maintaining employee records, updating databases, and preparing HR-related documentation.
- Collaborate with HR team members to facilitate employee onboarding and orientation programs.
- Participate in HR projects aimed at talent development, performance management, and employee engagement initiatives.
- Contribute to the development and implementation of HR policies and procedures.
- Assist in organizing training programs, workshops, and events related to employee development.

Qualifications

- Currently pursuing a Bachelor's degree in Human Resources Management, Industrial Psychology, Business Administration, or related field.
- Strong interest in pursuing a career in Human Resources.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work collaboratively in a team environment and adapt to a fast-paced work setting.
- Attention to detail and strong organizational skills.

Job Benefits

- Valuable hands-on experience in various HR functions.
- Mentorship and guidance from experienced HR professionals.
- Exposure to a diverse and inclusive work environment.
- Networking opportunities within the industry.
- Potential for growth and development within Rand Water or the broader water utility sector.

Contacts

1. Prepare Your Application Materials:

- Update your resume/CV to highlight your education, relevant experience (if any), skills, and any other qualifications related to Human Resources.

Hiring organization

Rand Water

Employment Type

Intern

Duration of employment

3 Months

Industry

Utilities

Job Location

Vereeniging, Gauteng, South Africa, 1930, Vereeniging, Gauteng, South Africa

Working Hours

09

Date posted

May 6, 2026

Valid through

14.02.2028

- Craft a cover letter expressing your interest in the internship position, explaining why you are a suitable candidate, and how your skills align with the responsibilities outlined in the job description.
- 2. Visit the Rand Water Official Website:**
- Go to Rand Water’s official website. Look for a “Careers” or “Jobs” section on the site.
 - Navigate to the “Current Openings” or “Internship Opportunities” page to find the Human Resources Internship position.
- 3. Submit Your Application Online:**
- Follow the instructions provided on the website to submit your application. This may involve creating an account or logging in if you already have one.
 - Upload your resume/CV and cover letter as per the application guidelines.
 - Fill out any required fields or forms, providing your personal information, educational background, and any other requested details.
- 4. Verify Submission:**
- Double-check all the information provided in your application before submitting to ensure accuracy and completeness.
 - Review the submission guidelines to confirm that you have followed all instructions correctly.
- 5. Alternative Application Methods:**
- If Rand Water allows applications via email, prepare an email addressed to the specified contact (mentioned in the job description).
 - Attach your resume/CV and cover letter to the email following the application guidelines provided in the job description.
 - Make sure to include the job title (Human Resources Intern) in the subject line of the email.
- 6. Follow-Up (if necessary):**
- After submitting your application, allow some time for the recruitment process.
 - If there’s a specified timeline for responses or if you haven’t heard back within a reasonable period, you might consider following up politely to inquire about the status of your application.