



ADVERTISEMENT- X2 RECORDS MANAGEMENT INTERNSHIP POSITIONS

The South African Human Rights Commission invites interested graduates to apply for the Internship positions available at its Head Office. Interns must demonstrate a commitment to human rights.

SERVICE AREA	REQUIREMENTS	DUTIES	LOCATION
Records Management- Intern	<p>Degree/Diploma in Information Science or Archives and Records Management.</p> <p>Good Knowledge of Digitization/ EDMS Customer focused</p> <p>Understanding of archives and records management.</p> <p>Knowledge and understanding of filing.</p>	<ul style="list-style-type: none"> • Interns will assist with the first phase of the digitization process and procedures • Re-arrange records storeroom for the first phase of scanning • Identifying duplicate records & records that reached their retention period • Sort & File scattered records • Indexing of Records accordingly in line with approved file plan. • Assist provincial offices with case files by ensuring they are filed accordingly; file covers are in good state and replacing old covers with the new ones • Liaise with the provincial office's offsite storage for all records kept offsite during the scanning 	Head office- Braamfontein

		<p>process, confirming the delivery and monitoring the process.</p> <ul style="list-style-type: none"> • Assist Records Unit with all other duties as assigned. 	
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NB: Computer literacy (Ms Word, Excel, E-mail and the internet) is a general requirement in all service fields.

Note: *A monthly stipend of R7 332.02 is payable.

* Duration of the internship twelve (**12**) months

*Only shortlisted candidates will be contacted.

Kindly submit a one page cover letter, CV and academic record to recruitment@sahrc.org.za by **15h00 on 31 August 2022**. Quote Internship Records Management on the subject line. Please note that candidates may be required to undergo competency assessments and subject themselves to security clearance procedures.

** Only shortlisted candidates will be invited for interviews.*

** Should you not hear from the Commission within one month after the closing date of the advert you should consider your application unsuccessful.*

** The SAHRC reserves the right not to make an appointment.*

For further details on the position advertised, please visit the **SAHRC** website:

www.sahrc.org.za

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