

INTERNSHIP OPPORTUNITY- RE-ADVERTISEMENT

The South African Human Rights Commission invites interested graduates to apply for an Internship position. Interns must demonstrate a commitment to human rights.



SERVICE AREA	REQUIREMENTS	DUTIES	LOCATION
RECORDS MANAGEMENT	<p>Degree/ Diploma in Information Studies</p> <p>Certificate in records management will be an added advantage</p> <p>Knowledge of Registry duties</p> <p>Understanding of the legislative framework regulating records management services in SA</p>	<ul style="list-style-type: none"> • Document preparation for off-site storage • Document verification and proper documentation prior to transfer of records to off-site storage • Capturing of all files to be transferred to off-site storage • Working closely with off-site storage company • Attending to any records management issues as may be requested by the Records Administrator/ Manager 	Johannesburg, Head Office

NB: Computer literacy (Ms Word, Excel, E-mail and the internet) is a general requirement in all service fields.

Note: * A monthly stipend of R6 452.31 is payable throughout the duration of the internship (**Three months**) * There is **one (1) intern positions available**. *Only shortlisted candidates will be contacted.

Kindly submit a one page cover letter, CV and academic record to recruitment@sahrc.org.za by **16h30** on **24 January 2017**. Quote Internship 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

Transforming Society. Securing Rights. Restoring Dignity