

ADVERTISEMENT – TRAVEL & EVENTS INTERNSHIP POSITION

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 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Travel and Events Intern | <p>Tourism /Supply Chain or Public Administration Diploma</p> <p>Knowledge of MS Office</p> <p>Knowledge and understanding of relevant confidentiality requirements</p> <p>Travel Management and Event planning systems</p> | <ul style="list-style-type: none"> Assists with arranging travel for employees, including flights, accommodation, ground transportation, and visas. Ensure travel bookings comply with company policies and budget guidelines Assist with itinerary changes, cancellation, or travel disruptions. Assist in planning and coordinating corporate events, conferences, workshops, and team building activities. Assist with securing venues, catering, audio-visual equipment and other event logistics. Assist with coordination of on-site logistics and provide support during events. Ensure compliance with legislative, regulatory and company policy requirements related to travel and events management. Support implementation of best practices and internal controls to maintain compliance and minimize risk. Provide Finance with approved travel supporting documents as and when requested. | Head office-Parktown |

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| | | <ul style="list-style-type: none"> • Act as a key point of contact for employees and management on travel and events matters. • Assist with maintaining clear and professional communication with internal and external stakeholders. • Assist with collaboration with various business units to align travel and events activities with business needs. | |
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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 **R8 353.71** is payable

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

*Only shortlisted candidates will be contacted

Kindly submit a one page cover letter and CV to recruitment@sahrc.org.za by **15h00 on Friday 12th December 2025**. Quote Internship Travel and Events 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

Together, respecting and realising Human Rights