1. Job title	Human Resources Intern
2. Location	South Africa, Pretoria. Candidates should ideally be based in Pretoria and have the necessary approvals to work and live in South Africa (support for work permits would not be provided).
3. Contract period	2-year internship (with possible 1-year extension)
4. Compensation	Market Related

Background

The African Organisation of English-Speaking Supreme Audit Institutions (AFROSAI-E) is an autonomous, independent, and non-political organisation with permanent links to the International Organisation of Supreme Audit Institutions (INTOSAI) and the African Organisation of Supreme Audit Institutions (AFROSAI). It has the Supreme Audit Institutions (SAIs) from 26 English-speaking African countries as its members.

AFROSAI-E is seeking a motivated and enthusiastic Human Resources Management Intern to support the delivery of key HR initiatives for its member Supreme Audit Institutions (SAIs). This internship offers a unique opportunity for a recent graduate to gain hands-on experience across a wide range of HR activities, including research, digital learning development, and project support within a regional and multicultural environment.

Roles and responsibilities

- Research HRM best practices and emerging trends to inform organisational policies and processes.
- Assist in drafting and developing e-learning course content on Human Resource Management and related areas.
- Support the implementation of HRM projects and initiatives integrated with other organisational portfolios.
- Contribute to the preparation of documentation, reports, and presentations.
- Maintain confidentiality and ensure the accuracy and integrity of HR data and information.

Qualifications

- A recent graduate (Bachelor's degree or equivalent) in Human Resource Management, Organisational Psychology, or a related discipline.

Knowledge & Skills
• Solid understanding of HR principles, functions, and practices. • Strong research and analytical skills with the ability to present findings clearly. • Excellent written and verbal communication skills. • Proficient in Microsoft Office applications (Word, Excel, PowerPoint). • Interest or experience in digital learning tools and content creation is an advantage. • Demonstrates integrity, discretion, and respect for confidentiality. • Organised, proactive, and adaptable, with a positive and collaborative approach.
Experience and other requirements
• 1 – 2 years' prior HR experience required, with a keen interest in developing a career in Human Resources is essential.
Contact details and closing date for applications
Interested candidates are requested to submit a **completed application form** accompanied by a **cover letter**. Kindly note that **only applications including both documents** will be reviewed. Please email your application to wilna@afrosai-e.org.za. The closing date for submitting applications is **27 November 2025.**