

**JOB TITLE** : HR INTERNSHIP PROGRAMME X5  
**LOCATION** : HEAD OFFICE - PRETORIA  
**POSITION STATUS** : FTC (12 MONTHS)

#### Purpose of the Job

This internship program is designed to create opportunities for recent graduates to gain practical workplace experience

#### Job Responsibilities

The intern will be required to:

- Assist with day-to-day departmental operations and administrative duties
- Support project work and departmental initiatives
- Capture, update, and maintain records and reports
- Conduct research and data analysis as required
- Prepare presentations, correspondence, and documentation
- Participate in training, workshops, and development activities
- Adhere to company policies, procedures, and professional standards
- Perform any other duties relevant to the internship and learning objectives

#### Minimum Requirements (Qualifications, Experience, Knowledge and understanding)

- South African citizen
- Unemployed graduate with no or limited work experience (0-6 months)
- Relevant qualification (Degree / Diploma in HR Management, Industrial Psychology, Human Resource Development, NQF Level 6 and above.
- Strong willingness to learn and develop professionally
- Basic understanding of HR functions

#### Soft skills

- Good verbal and written communication skill
- Basic computer literacy (MS Word, Excel, Outlook, PowerPoint)
- Attention to detail and ability to meet deadlines
- Strong interpersonal and teamwork skills
- Professional attitude and work ethic
- Ability to work independently and under supervision
- Willingness to learn and adapt
- Professionalism, Teamwork and collaboration
- Time management and self-discipline, Accountability

#### How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [postbankgraduateinternships@postbank.co.za](mailto:postbankgraduateinternships@postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

#### Closing Date

**25 February 2026**

#### Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only

Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with

Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.”

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

