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Sefako Makgatho University (SMU) Internships 2025/2026 – Apply Now

Description

Sefako Makgatho Health Sciences University (SMU) invites applications for its 2025/2026 Internship Programme from young, unemployed South African graduates. This initiative aims to empower youth with practical experience, helping them become more employable and competitive in today's job market.

Successful candidates will be placed in various departments at SMU, gaining hands-on experience while contributing to the institution's development and internal culture.

Available Internship Opportunities

1. Payroll Administration Intern

Ref No: Payroll/BGM/Intern

Send Applications to: hr.recruitment9@smu.ac.za

Requirements:

- Bachelor's degree (NQF 7) in Accounting, Finance or equivalent
- Academic transcript (must be attached)

Key Skills:

- Basic payroll knowledge
- Strong numeracy and analytical skills
- Computer literacy (MS Office)
- Attention to detail and time management
- Professional discretion and confidentiality

Duties:

- Capture and verify payroll data
- Assist in monthly payroll reporting and reconciliation
- Handle payslip distribution and employee queries
- Process appointments, terminations, and allowances
- Maintain compliant and confidential payroll records
- Support audit readiness and third-party payment reconciliations
- Prepare payroll journals and contribute to SMU's institutional development

2. Employee Wellness Intern

Ref No: Wellness/BGM/Intern

Send Applications to: hr.recruitment6@smu.ac.za

Requirements:

- Bachelor's degree (NQF 7) in Human Resources (specialising in

Hiring organization

Sefako Makgatho Health Sciences University

Employment Type

Intern

Duration of employment

12-months

Industry

Higher Education

Job Location

Pretoria, Gauteng, South Africa,
Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

June 29, 2025

Valid through

29.06.2029

Organisational/Industrial Psychology) or a related Social Science field

Key Skills:

- Communication and interpersonal effectiveness
- Event coordination and time management
- Computer literacy and attention to detail
- Confidentiality and tact

Duties:

- Plan and coordinate wellness programmes
- Implement health-related campaigns (mental health, fitness, etc.)
- Record attendance and gather initiative feedback
- Develop wellness communication materials
- Conduct wellness research and suggest improvements

3. Organisational Development Intern

Ref No: OD/BGM/Intern

Send Applications to: hr.recruitment7@smu.ac.za

Requirements:

- Bachelor's degree (NQF 7) in Industrial/Organisational Psychology, HR, or Organisational Development

Key Skills:

- Understanding of OD principles
- Research and reporting capabilities
- Time management and detail orientation
- Interpersonal and communication skills

Duties:

- Support OD projects including employee surveys and training
- Assist in performance management processes
- Help with job profiling and benchmarking
- Maintain accurate reports and contribute to internal OD initiatives

4. Human Resources Administration Intern

Ref No: HRA/BGM/Intern

Send Applications to: hr.recruitment5@smu.ac.za

Requirements:

- Bachelor's degree (NQF 7) in HR Management, Industrial Psychology or equivalent

Key Skills:

- Strong administrative and communication skills
- HR systems knowledge

- Detail-oriented and discreet
- Time and record-keeping management

Duties:

- Assist with recruitment and interview coordination
- Maintain employee records
- Handle employee queries and document archiving
- Provide general administrative support to the HR team

5. Remuneration and Benefits Intern

Ref No: REM/BGM/Intern

Send Applications to: hr.recruitment8@smu.ac.za

Requirements:

- Bachelor's degree (NQF 7) in Accounting, Finance, Economics, HRM, or related fields

Key Skills:

- Understanding of salary and benefits structures
- Analytical and numerical proficiency
- Communication and confidentiality
- Strong Microsoft Office skills

Duties:

- Help maintain and implement salary structures
- Support job grading and benchmarking exercises
- Maintain benefit provider records
- Respond to remuneration-related employee queries
- Ensure compliance with employment and tax laws
- Prepare reports to support HR decision-making

Application Guidelines

Interested applicants must submit the following:

- A typed application quoting the reference number
- A comprehensive CV
- Certified copies of all qualifications
- Academic transcripts
- Contact details of three referees

Email your application directly to the address listed under your desired internship role.

Important Notes

- Foreign qualifications must be evaluated by SAQA
- Incomplete applications will not be considered
- Only shortlisted candidates will be contacted
- If you do not hear back within 30 days of the closing date, consider your application unsuccessful

Why Join SMU?

SMU is committed to fostering youth employment and professional growth. Interns will gain valuable skills, institutional insight, and contribute to a dynamic and inclusive academic environment.

For more internship listings, visit: <https://internforza.online>

Deadline to apply: 09 July 2025