



<https://www.internshipwireds.online/job/south-african-civil-aviation-authority-internship/>

## South African Civil Aviation Authority: HR Internships 2026 Latest Opportunities

### Description

SACAA is offering an exciting opportunity for a motivated and enthusiastic individual to join our Human Resources team as an Intern. This internship provides a unique chance to gain hands-on experience in the field of HR within a dynamic and impactful organization.

### Responsibilities

- 1. Recruitment Support:**
  - Assist in the recruitment process by posting job openings, reviewing resumes, and coordinating interviews.
  - Participate in the development of interview questions and evaluation criteria.
- 2. Employee Onboarding:**
  - Support the onboarding process for new hires, ensuring a smooth transition into the organization.
  - Assist in the orientation sessions and preparation of onboarding materials.
- 3. HR Administration:**
  - Handle various administrative tasks related to HR processes, including maintaining personnel records and databases.
  - Support in the preparation of HR-related documentation.
- 4. Training and Development:**
  - Collaborate with the HR team in organizing training sessions and workshops.
  - Assist in tracking employee training and development initiatives.
- 5. Employee Relations:**
  - Contribute to maintaining positive employee relations by addressing general queries and concerns.
  - Support in organizing employee engagement activities.

### Qualifications

- Currently pursuing a degree in Human Resources, Business Administration, or a related field.
- Strong communication and interpersonal skills.
- Detail-oriented with excellent organizational abilities.
- Proficient in Microsoft Office Suite.
- Ability to maintain confidentiality and handle sensitive information.

### Job Benefits

- Exposure to real-world HR practices within a regulatory authority.
- Mentorship and guidance from experienced HR professionals.
- Networking opportunities within the aviation industry.
- Potential for continued growth and development within SACAA.

### Hiring organization

South African Civil Aviation Authority

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Airlines and Aviation

### Job Location

Midrand, Gauteng, South Africa, 1685, Midrand, Gauteng, South Africa

### Working Hours

09

### Date posted

October 30, 2025

### Valid through

29.01.2028

## Contacts

### 1. Prepare Your Application Materials:

- Update your resume to reflect your education, relevant coursework, work experience, and any other relevant skills.
- Write a cover letter expressing your interest in the HR Intern position. Highlight your qualifications, motivation, and what you hope to gain from the internship.
- Ensure you have academic transcripts ready to submit if required.

### 2. Compose an Email:

- Open your email client and create a new message.
- In the subject line, write: "HR Intern Application – [Your Full Name]."

### 3. Attach Documents:

- Attach your resume, cover letter, and academic transcripts (if applicable) to the email. Ensure they are in a format that is easily accessible, such as PDF or Word.

### 4. Compose the Email Body:

- In the body of the email, briefly introduce yourself and express your interest in the HR Internship at SACAA.
- Mention any specific details requested in the job posting, such as your availability or any specific application requirements.

### 5. Email Address:

- Send your application to the designated email address provided in the job description.

### 6. Proofread:

- Before sending, carefully proofread your email, resume, and cover letter to ensure there are no errors.

### 7. Submit Before the Deadline:

- Make sure to submit your application before the specified deadline mentioned in the job description.

### 8. Follow-Up:

- After submitting your application, you may choose to follow up with the SACAA HR department to confirm receipt and express your continued interest in the position.