

## TotalEnergies HR Internship 2024: Talent Development Support Role

### Description

Gain hands-on experience as a TotalEnergies HR Intern in 2024, supporting talent development initiatives, managing recruitment processes, ensuring HSE compliance, and more. Apply now with your CV and qualifications!

Are you ready to embark on a rewarding journey with TotalEnergies? Our HR internship for 2024 offers a dynamic opportunity to contribute to talent development initiatives while gaining invaluable skills in a fast-paced environment. As a Talent Development Intern, you'll play a crucial role in supporting our HR team, managing recruitment processes, ensuring compliance with HSE standards, and more.

### Job Description:

- **Talent Development Support:** Provide essential assistance to Talent Developers in various projects and initiatives aimed at fostering employee growth and development.
- **Recruitment Management:** Efficiently manage and process recruitment files, conduct reference and pre-employment verification checks, and ensure a seamless onboarding experience for new hires.
- **Contractor Management:** Handle all temp/contractor requests, including IDEAL (IGG creation), and provide administrative support during the AIR process.
- **Reporting and Documentation:** Update and maintain various reports, ensure accurate completion of paperwork for new hires, and manage internal communications for new employees.
- **Better Together Initiatives:** Collaborate with Talent Developers to drive projects/initiatives focused on enhancing teamwork and collaboration within the organization.
- **Offboarding Process:** Manage the offboarding process, including ideal termination and documentation collation, ensuring compliance with all relevant policies and regulations.
- **HSE Compliance:** Effectively manage and minimize HSE risks within the area of responsibility by ensuring compliance with policies, promoting a safe working environment, and enforcing competency requirements.

### Qualifications

- Completed Bachelor's degree, preferably in Human Resources or a related field.
- Minimum 1 year of experience in a similar support role, with proficiency in using digital platforms and tools.
- Ability to work independently and as part of a team, thriving in a fast-paced environment.

### Required Documents:

- Updated CV
- Qualifications
- ID Copy

### Hiring organization

TotalEnergies

### Employment Type

Intern

### Job Location

Johannesburg, 2196, Gauteng, South Africa, ZA

### Working Hours

09

### Base Salary

R 56.26 R - **Base Salary**

R 83.08 R

### Date posted

March 3, 2024

### Valid through

03.03.2026

**Context and Environment:**

TotalEnergies Marketing South Africa operates in a highly competitive market, facing challenges such as a shortage of key skills and fluctuating economic conditions. Joining our team means being part of a dynamic environment where innovation and collaboration drive success.