

# Labour Law Intern

**Location:**

Cape Town

**Company:**[Highbury Media](#)

**Highbury Media T/A Habari Media is a media powerhouse, whose world-class titles connect brands to targeted audiences. We are currently seeking a Labour Intern for our HR department.**

**The successful person will be required to perform but not limited to the below functions:**

- Assist with drafting disciplinary charges
- Assist with drafting Warnings
- Assist with preparing documents for CCMA
- Assist with filing confidential documents.
- Assist with drafting minutes.
- Conduct research on labour laws, regulations, and industry trends.
- Help ensure compliance with labour laws and regulations by reviewing policies, procedures, and practices within the organisation.
- Assist in organising and coordinating training programmes or workshops for employees on various labour-related topics, such as workplace safety, diversity and inclusion, and harassment prevention.
- Carry out any other reasonable ad hoc duties in order to support the HR department

**Requirements:**

- Currently pursuing or recently graduated with a degree in employment relations, human resources, or industrial relations .
- Attention to detail
- Analytical and high accuracy
- Trustworthy, honest, and reliable
- Self-managed and team player
- Professional (appearance and written)
- Excellent communication skills

Posted on 08 May 16:22, Closing date 7 Jul

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