

NEXT BIOSCIENCES HUMAN RESOURCE INTERN

Next Biosciences is a biotechnology company that combines medicine, science, and technology to develop innovative products and services that empower individuals to take ownership of their future health. We are committed to conducting business with the highest standards of ethics, professionalism, and integrity in every interaction.

 ****LOCATION:** MIDRAND

 ****JOB TYPE:** 1 YEAR FIXED TERM

 ****SALARY:** MARKET RELATED

 ****START DATE:** 01ST APRIL/MAY 2026

ROLE OVERVIEW:

The HR Intern will support the Human Resources department with administrative tasks, recruitment coordination, and employee engagement initiatives while gaining exposure to various HR functions.

QUALIFICATIONS & SKILLS:

Qualifications:

- Recently completed or currently studying towards a Diploma or Degree in Human Resources, Industrial Psychology, Business Administration, or a related field

Skills & Attributes:

- Strong administrative and organisational skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- High level of professionalism and confidentiality
- Willingness to learn and grow within the HR field

KEY RESPONSIBILITIES:

- Assist with recruitment processes including job postings, screening CVs, and coordinating interviews
- Provide administrative support.
- Maintain employee records and ensure HR documentation is up to date
- Assist with onboarding of new employees
- Support HR projects, training initiatives, and employee engagement activities
- Assist with compiling HR reports and maintaining HR databases
- Ensure confidentiality of employee information at all times

WHY JOIN US?

At Next Biosciences, you'll be part of a passionate, future-focused team making a real difference in health and science. We believe in professionalism with heart—and we're looking for someone who embodies both.

WHAT WE OFFER

Innovative Environment: Work at the forefront of Bio Technology, where your role directly impacts people's lives.

Collaborative and Learning Culture: Join a supportive team that values your input and fosters professional growth.

Practical workplace experience within an HR environment

Mentorship and development opportunities

Exposure to various HR functions

A supportive and collaborative team environment

TO APPLY

Please follow this link or QR Code to complete the application:

Link: [Application for Human Resource Internship](#)



CLOSING DATE FOR APPLICATIONS:

27th March 2026

For more information, you can visit our website with this link down below
<https://nextbio.co.za/Who-are-we/Careers/Vacancies>