



CSOS INTERNSHIP PROGRAMME: 2024

The Community Schemes Ombud Service (CSOS) is contributing towards skills development by providing graduates with opportunities to gain work experience in various skills areas. It is therefore inviting applications for an Internship Programme that would run for a period of **twelve (12) months**.

Interns within the CSOS National Office based will be in Centurion, the CSOS Regional Office for KZN and WC Regional Office. CSOS is an equal opportunity employer and would therefore be guided by the principles of Employment Equity when considering the applications. CSOS upholds the right to place or not place applicants based on its needs and requirements.

Requirements: Applicants must be South African graduates in any one of the fields specified below and must not have experience within the related fields. Successful interns will be expected to sign an Internship Agreement.

Stipend: R6 400.00 per month

UNIT	NUMBER OF INTERNS	REFERENCE NUMBER	QUALIFICATIONS REQUIREMENTS
Head Office (Centurion:Gauteng)			
Human Resource	2	CSOS/HRINT/02/2024	National Diploma in Human Resource or an equivalent qualification
Legal Services	2	CSOS/LSINT/02/2024	Degree in Law (LLB Degree or B proc) or an equivalent qualification.
Marketing	1	CSOS/MINT/02/2024	Degree or Diploma in Marketing, Media Studies, Multimedia Design, Graphic Design, Digital Marketing, or similar qualifications.

Finance Expenditure	2	CSOS/FEINT/02/2024	BCom Accounting or an equivalent qualification.
Annual Returns	3	CSOS/ARINT/02/2024	Degree in Accounting, Finance or commerce
Accounts Receivables	2	CSOS/ARC/02/2024	Degree in Accounting, Finance or commerce
Risk Management	1	CSOS/RMINT/04/2024	3 years Risk Management and Auditing qualification
Infrastructure and Operations	2	CSOS/IOINT/04/2024	National Diploma or Degree in Information Systems/Technology/Computer Science, or an equivalent qualification at NQF6.
Regional Office			
Legal: Gauteng	10	CSOS/WCLINT/02/2024	Bachelor of Law (LLB)
Legal: Western Cape	10	CSOS/WCLINT/02/2024	Bachelor of Law (LLB)
Legal: KwaZulu Natal	10	CSOS/KZNINT/02/2024	Bachelor of Law (LLB)

Applications, including a covering letter and accompanied by a CV and certified copies of qualifications, must be addressed to Human Capital and e-mailed to: recruitment2@csos.org.za.

Enquiries: HC Department, tel. (010) 593-0533.

Background checks on the preferred candidates will be conducted prior to an appointment.

NB: Please note that it is compulsory to use the reference number as a subject line when applying for the advertised positions.

Applications, including a covering letter and accompanied by a CV and copies of qualifications, must be addressed to the HR Department, and e-mailed to recruitment2@csos.org.za.

Applications submitted to the wrong address will not be considered.

CLOSING DATE: 01 MARCH 2024

Applicants who do not receive any response within 4 weeks of the closing date must regard their applications as unsuccessful.

People with disabilities are encouraged to apply.



People with disabilities are encouraged to apply.

CSOS is an equal opportunities employer and as such appointments will be in line with the CSOS Employment Equity Plan

Privacy Statement:

We comply with the provisions of Protection of Personal Information Act; Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for.

In the event your application was unsuccessful for a specific position, the CSOS will retain your personal information for internal audit purposes as required by the CSOS policies.

All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information may render your application null and void. The CSOS will safeguard the security and confidentiality of all information you share with us. All personal information will be treated as confidential and will not be disclosed to third parties, except in situations where:

- (i) We are legally compelled to do so; or**
- (ii) Disclosure is necessary for recruitment purposes; or**
- (iii) You have not objected thereto.**

By uploading any additional and supporting documentation, you consent to the CSOS using the information contained therein to fulfil the requirements of the recruitment process.

