



## **CSOS INTERNSHIP PROGRAMME: LEGAL INTERNS X2**

**REF NO: CSOS/LINT/04/2019**

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.

Intern will be placed within the CSOS National Office based in Sandton. 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 requirement.

### **Requirements:**

- No experience required
- LLB Degree
- Good communication skills
- Time management
- Organisational skills

### **Key duties attached to post**

- Render administrative support to the Dispute Resolution department
- Record applicants' complaints
- Conduct telephonic follow-up with the complainants
- Opening of case files
- Ensuring that the files are handed-in for assessment
- Assisting with the maintenance of case files
- Assist with the gathering of documentary evidence
- Receive and attend to walk-ins
- Relief to the receptionist
- Monitors cases by evaluating the cases
- Maintains clients' records by reviewing case notes; logging events and progress
- Set matters down for Conciliation and Adjudications

## **CSOS INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT INTERNS X2**

**REF NO: CSOS/HR/04/2019**

### **Requirements:**

- No experience required
- Matric
- National Diploma/ Degree in Human Resources Management
- Advanced MS Office (Excel, Word, PowerPoint)

### **Key duties attached to post**

- Provide Admin Support to HR Division
- Assist the HR Administrators with the recruitment process
- Updating personal files
- Assist with leave management
- Maintain employee benefits dossier, e.g. pension and medical aid
- Filing
- HR generalists

### **Stipend: R5 500.00 per month**

For more details on the position, please visit [www.csos.org.za](http://www.csos.org.za).

### **Enquiries**

**Human Resources Administrators** - Ms. Selloane Makau, Mr. Nkateko Shipalane.

**Tel.** (087) 805-0244.

Applications, including a covering letter and accompanied by a CV and certified copies of qualifications and ID, must be addressed to the Human Resource Manager, Ms. Lindi Sibiya, Community Schemes Ombud Service (CSOS) and e-mailed to: [recruitment1@csos.org.za](mailto:recruitment1@csos.org.za).

### **Closing date for applications: 15 May 2019.**

Should you not hear from us within a period of 2 months of the closing date, please consider your application unsuccessful.