



Affordable Reliable Justice

CSOS Internship Programme: 10X Administrator Posts

Ref No: CSOS/INT/09/2018

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 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:

- A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Administration.
- An advanced certificate in excel will be added as an advantage.
- Computer Literate.

Stipend: R5 500.00 per month

Enquiries: Ms Lindi Sibiya, Human Resources Manager

Tel: (010) 593-0533

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: recruitment@csos.org.za.

Closing date for applications: 19 September 2018.

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