

INTERNSHIP (18 months fixed term contract) Work Integrated Learning (WIL) Opportunities

Internship Description:

The Insurance Sector Education & Training Authority (INSETA) seeks to appoint public TVET College learners that have completed N6 studies and require 18 months practical experience to attain their National Diploma. The intern(s) will be based at INSETA Head Office in Parktown (Jhb). Applications will be considered from learners that have completed the following N6 programmes:

- Business Management
- Financial Management
- Marketing Management
- Management Assistant
- Human Resource Management
- IT

Responsibilities:

- i. Assist with making travel bookings for INSETA staff
- ii. Assist with data capturing/entry on INSETA system
- iii. Document management & record keeping
- iv. Support invoice payment processing teams
- v. Assist with compiling contract commitments
- vi. Assist with distribution of documents between divisions

Requirements:

- Minimum – relevant N6 qualification (certified)
- Identity document – (certified)
- Curriculum CV – maximum 3 pages
- Basic computer literacy skills
- Excellent verbal communication skills
- Must be of ages between 18 years and 35 years
- Must be unemployed and have previously NOT participated on WIL programme

Please forward your application letter supported by your CV and copies of qualifications to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date is 07 October 2020

INSETA reserves the right not to make an appointment.

No late applications will be accepted.

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. S.J. Kruger (Business), Ms. Z. Motsa (Business), Mr. R.P. Motlhabane (Labour), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

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