



GRADUATE INTERNSHIP

The Council for Medical Schemes is a statutory body established by the Medical Schemes Act (131 of 1998) to provide regulatory supervision of private health financing through medical schemes. The following opportunities exist for the person driven by a desire to protect the public interest.

The Council is offering a Graduate Internship Programme to unemployed graduates between the ages of 18 and 35 years (during the start and completion of the programme) in possession of an appropriate qualification in order to gain work-related experience.

ADMINISTRATOR: RISK MANAGEMENT INTERN

Key performance areas • Assist to perform day to day administration work related to Risk Management • Assist with Risk Management and Compliance Management function by monitoring effective implementation of policies and guidelines, the development and management of risk and compliance plans/registers, tracking and monitoring of key risk indicators, controls and action plans • Assist in updating risk registers and compiling compliance reports • Assist in Risk Administration in relation to the work of the Executive Manager: Office of the CE & Administration • Attend to any other responsibilities assigned such as minute taking, report writing and other ad-hoc queries.

Minimum Requirements • National Diploma or above in Risk Management/Business Administration/Management • No work experience is required.

Attributes, skills and competencies • Ability to work under pressure • Strong interpersonal skills and interacting with diverse people at all levels • Building and maintaining effective relationships with internal and external stakeholders • Managing multiple projects • Attention to detail • Good English writing skills • Good record-keeping skills.

HUMAN RESOURCES INTERN

Key performance areas • Assist to perform day to day HR administration function • The HR Intern will inter alia be responsible for supporting the People and Business Solutions team to deliver Personnel/Human Resources/Industrial Relations/Labour Law and Organisational Design solutions to clients.

Minimum Requirements • National Diploma or above in Human Resource Management/Industrial Psychology/ Industrial Relations • No work experience is required.

Attributes, skills and competencies • Problem-solving skills • Good organisational and time management skills • Ability to multi-task and work well in a team • Good communication (Written and Verbal) skills • Strong interpersonal skills (comfortable dealing with clients in both positive and difficult situations) • Resilient and adaptable with the ability to work under pressure • Pay attention to detail • Ability to maintain a very high degree of confidentiality.

SUPPLY CHAIN MANAGEMENT INTERN

Key performance areas • Assist to perform day to day administration of SCM function • Assist SCM with preparation of Internal/ External Audits • Assist with electronic and physical filling of SCM documents (record keeping) • Assist with procurement of non-critical items.

Minimum Requirements • National Diploma or above in Procurement Management/Logistics/Supply Chain Management • No work experience is required.

Attributes, skills and competencies • Attention to detail • Research skills • Excellent writing skills in English • Good record-keeping skills • Negotiation and communication skill.

Interested applicants are required to submit a one-page motivational letter, a comprehensive CV with traceable contact details, copies of Matric certificate, Tertiary qualification/s, Identity Document, and a statement of results. Applications can be submitted on the Council for Medical Schemes' website: www.medicalschemes.co.za

NB: Failure to submit the required documentation will result in the application not being considered.

Correspondence will be limited to shortlisted candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application was unsuccessful.

Closing date: Friday, 26 February 2021

Council for Medical Schemes is committed to the principles of employment equity.

CMS reserves the right to appoint or not to appoint for the above position.