



INTERNSHIP FOR RISK & COMPLIANCE- (BRAAMFONTEIN OFFICE)

PURPOSE OF THE JOB

Responsible for assisting risk senior staff personnel in identifying risks within the organisation whilst empowering themselves with necessary risk and compliance skills and knowledge. Must conform to the professional risk and compliance standards.

Job Objectives:

- Accountable for ensuring deadlines are met and work meet the required standard
- Responsible for filing and archiving and willingness to learn
- Monitor the quality of own work and compile working papers and report(s) where necessary
- Responsible for the quality of reporting
- Manage departmental calendars and meeting minutes
- Ensure all information is filled, updated and readily available as required
- Conduct ad-hoc administrative tasks as assigned by respective line management
- Assists with identifying risk and compliance and follow up on implementation of risk mitigating factors and recommend action plans to management
- Scan and file electronic documentation as and where necessary
- Monitor and review: Continuously monitor risks and review mitigation effectiveness
- Assist in arranging departmental Training & Awareness
- Assist in with drafting updating
- Provide general assistance to the Risk & Compliance team as needed

Essential requirements of the post

- Matric Certificate and a B.Tech and/or Degree in one of the following fields:- (Legal, Internal Audit, Risk Management; IT Audit; Forensic Investigation)
- The candidate must have the ability to take direction, pay attention to details and work independently as well as in a team setting
- Computer Literacy
- Filing Systems knowledge
- Numeracy Skills
- Basic Report writing and Good communication skills



Remuneration Grade: (Stipend Salary will be paid)

The internship programme will run for a period of a year and a monthly stipend will be paid.

It is Council's intention to promote equity through the filling of all numeric targets as contained in the EE plan, preference will be given to African Males; African Females; Coloured Males; Coloured Females; White Males and White Females.

NB: Applicants must be South African Citizens.

Applications accompanied by a comprehensive WORD/PDF format CV with qualifications must be forwarded to the NBCRFLI Human Resources Department via e-mail to

recruitment-ms@nbcrfli.co.za before the closing date.

Closing date: 15 July 2025

Should you not hear from us 30 days after the closing date, please consider your application unsuccessful.

PROTECTION OF PERSONAL INFORMATION ACT.

Personal information collected and processed for purposes of recruitment will be protected from unauthorised access and improper use or disclosure.

DECLARATION AND INFORMED CONSENT.

By submitting your application for the advertised role, you give Council permission to process your personal information and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.