

ADVERTISEMENT FOR 2020-2021 WORK INTEGRATED LEARNING (WIL)

Necsa Learning Academy (NLA), through Human Capital Development (HCD), is contributing towards skills development by offering a twelve (12) months' CHIETA funded Work Integrated Learning Programme.

Requirements:

- Unemployed South African citizens graduates between the age of 18 and 35
- In possession of relevant tertiary qualification in the field specified below.

NO OF INTERN	POST	DEPARTMENT	QUALIFICATION	SUMMARY OF DUTIES
2	Credit Control WIL	Accounts Receivable	Diploma in Accounting or Qualification in Credit Control Management	Knowledge of Accounts receivable. Implement effective processes to maximize cash collections by ensuring timeous collection and approve and manage acceptable risks levels, this includes liaising with the credit beaurax; Proactively liaise with external and internal clients to ensure timeous collection and provide management with appropriate recommendations; Examine the internal and external audit findings and implement corrective measures as well as preventative measures; Initiate preparation for legal proceedings and ensure appropriate follow-ups and feedback to management;

				Review all monthly reconciliations as well as initiating the write-offs relating to debtors control; Ad hoc duties as they may be assigned from time to time.
2	Financial Accounting WIL	Finance: Business Units	National Diploma in Finance/ BCom with Accounting	Responsible for processing invoices Reviewing Payment Requisitions Monthly Forecasting Filing Ad hoc adhoc activities
1	Occupational Hygiene Internship	Medical services and Occupational Hygiene	BSc Degree in Environmental Health/ Human Physiology (NQF7) from an Approved Tertiary institution SAIOH Registration as Occupational hygiene assistant (ROHA)	Good understanding and technical knowledge about the field of study. Understanding of legislation and approved methodology for occupational hygiene. Understanding of HIRA and instruments. Liaising with suppliers on correct instrumentation and calibration processes; Evaluating and ensuring the effectiveness of instrumentation.
1	HR WIL	Human Resource Services	HRM Diploma / Degree or equivalent in HRM	Administration & Systems To assist in rendering Leave Administration services to the organization. Assist in records management functions. As and when required generate a workflow for the HR department. Assist with the general operational function of the section. Business Consulting Assist in capturing and screening of cv's. Assist in arranging interview packs. Assist in arranging interviews and arranging the induction process.

				<p>As and when required assist HRBPs in other Divisions.</p> <p>Benefits Administration Assist with maintaining and updating the HR system with information changes pertaining to permanent staff and contract workers on an ongoing basis. Medical Aid Administration (in service and pensioner members). Prepare and submit all relevant documents regarding terminations to the Payroll Department. Assist with processing of all allowances for Necsa and subsidiaries' staff.</p>
1	Risk Management Internship	Risk Management unit	Diploma in Risk Management or Degree	<p>Assist Senior Risk advisors in performing a risk assessment. Analysing current risks and identifying potential risks that are affecting the company. Maintaining records of risk registers and preparing quarterly reports. Communicating with risk champions and schedule quarterly meetings.</p>
2	HRD WIL	HR & Ream	ETD Diploma / Degree or equivalent in HRD	<p>To render Education and Training support to HCD Department and NLA Assisting in Coordination of Necsa internship programme and learnership programme. Assist in training coordination and rendering administration services in line with Necsa internal prescripts & SETA requirements. Assist in coordination and Administration of the bursaries and scholarship programme. Compile the Necsa internal agreement contract for the learners. Drafting the appointment letter and regret letters. Arrange for security clearance and submit to relevant offices and receive results and keep records in proper filings.</p>
.1	HRA WIL	Human Resource Services	HRM Diploma / Degree or equivalent in HRM	<p>Maintaining and updating the HR system with information on an ongoing basis.</p>

				Review and Maintain system modules. Audit user access control. Provide system user Training. Reporting to all relevant stakeholders. Leave management.
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To apply:

Kindly submit your certified academic record, CV, Qualification and a certified ID copy to the email address provided below no hand delivery will be considered. **Only South African citizens will be considered for these opportunities.** Submit applications before the closing date of **10 May 2021**. Successful candidates will receive a stipend of **R3 500.00** per month.

- Email: inforNLA@necsa.co.za
- For inquiries: 012 305 3804/3381

GENERAL:

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