



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **DEPARTMENT OF RISK MANAGEMENT AND INTERNAL AUDIT**

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga- Rankuwa (North of Pretoria) and the following position(s) is/are currently available:

#### **INTERNSHIP (2 posts) (12 months contract)**

Ref:46/2023/JSM/Internship

Sefako Makgatho Health Sciences University (SMU) would like to provide internships to deserving young unemployed citizens. SMU hopes to provide experience to young South Africans, and give them the opportunity to compete in the job market. The incumbents will be exposed to experiential learning in the field of Internal Audit and Risk Management. The candidates must meet the requirements and competencies, and be responsible for the key performance areas listed below:

#### **REQUIREMENTS**

- A three-year post-matric Internal Audit qualification or related qualification
- Must not have previous exposure to internship
- Computer literacy (MS Office Suite)
- Ability to pay attention to detail
- Must be a South African citizen

#### **COMPETENCIES**

- Time management
- Confidentiality, tact and discretion when dealing with people
- Good communication and Interpersonal skills
- Planning and organizing
- Client orientation
- Result focus
- Stress tolerance

#### **KEY PERFORMANCE AREAS**

- Perform Risk Management and Internal Audit administration tasks and provide support to the Department
- Assist in the execution and follow up of Audits and Risk Assessments
- Assist with all the activities of the Risk Management and Internal Audit Department
  - Organise and schedule meetings

- Minute taking
- Typing of letters, memos and reports
- Filing
- Travelling logistics
- Accommodation Bookings
- Rotate for exposure to relevant Risk and Internal Audit functions
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other related duties assigned by the HOD

**Closing date: 5 July 2023**

**Applications from Employment Agencies will not be considered.**

Typed applications which indicates a reference number, should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mr J Mahlaola, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to [hr.recruitment3@smu.ac.za](mailto:hr.recruitment3@smu.ac.za)

**The applications may also be posted OR hand delivered to (place in an application box):**

**Human Resources Department, 5<sup>th</sup> Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Ga-Rankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521-3906.*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

*Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.*

*The University reserves the right not to make an appointment*