



The Road Accident Fund's mission is to provide appropriate cover to all road users within the borders of South Africa; to rehabilitate and compensate persons injured as a result of motor vehicle accidents in a timely and caring manner; and to actively promote safe use of our roads

The Organization requires the services of qualified individuals at its **East London Regional Office** for the following Internship Programme:-

THIS IS AN EXTERNAL ADVERTISEMENT

**INTERNSHIP X 6
OPERATIONS DEPARTMENTS
ADVERT REF NO: 24112017 OELN**

Purpose of the Internship: The Organization is committed to youth skills development by providing graduates with an opportunity to gain work experience. Applications are invited for a Claims Internship from unemployed graduates between the age of 18 and 35. The Internship programme will run for a period of twelve (12) months.

Work based exposure may include the following:-

- Direct Claims
- Claims Origination
- Claims Determination
- Claims Finalization
- Claims Litigation
- Post Claims Settlement

Qualifications and Experience

- Certified copy of Grade 12/ NQF 4 level certificate
- Certified copy of B-Degree or Equivalent at NQF 6/7
- Certified copy of Academic transcript
- Certified copy of your ID
- Your CV and motivational letter

Technical and behavioral competencies required

The successful candidate will be required to display the following competencies:-

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed
- Share our organisational values
- Share our organizational value

Remuneration

The interns will be awarded a monthly stipend ELNInternship2018@raf.co.za

Closing date: 9 March 2018

NB: Applications can be forwarded to the following e-mail address

No hand delivered applications will be accepted.

INSTRUCTION TO PROSPECTIVE APPLICANTS

1. Indicate the name and the reference number for the Internship you are applying for on the subject line.
2. Submit a short CV and a motivational letter as to why your application should be considered with a maximum of 3 pages, **applications with no transcript will not be considered.**
3. Indicate the branch for which you are applying.
4. **Applicants who have been on an internship programme will not be considered.**

The Road Accident Fund subscribes to the principles of employment equity and preference will be given to groups who are under represented in terms of our Employment Equity Plan

Please note that the prospective employees will be subjected to security vetting

NB: Applicants who have not received any correspondence from us within six weeks from the closing date can consider themselves unsuccessful



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The Organization requires the services of qualified individuals in its East London Regional Office for the following Internship programme:-

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**MARKETING AND COMMUNICATION INTERN x1
EAST LONDON REGIONAL OFFICE
REF No: _____**

Purpose of the Internship: The Road Accident Fund is committed to youth skills development by providing graduates with an opportunity to gain work experience. Applications are invited for the Marketing and Communication Internship from unemployed graduates between the age of 18 and 35. The Internship program will run for a period of twelve (12) months.

Work based exposure may include the following;

- Assist with facilitation and coordination of all aspects of Regional Marketing and Communications function.
- Implement the regional marketing and promotional strategy
- Assist with the facilitation and coordination of stakeholder engagements.
- Feedback and reporting.
- Assist with arrangements for RAF on the Road, mobilization, awareness campaigns and related marketing events.
- Project management.
- Send and receive emails to and from internal and external stakeholders.
- Assist with setting up of marketing and awareness initiatives.

Qualifications and other Requirements

- Certified copy of Grade 12 / Matric certificate
- Certified copy of Bachelors Degree or National Diploma in Communication / Marketing/ Public Relations on NQF 6/7 or equivalent.
- Certified copy of your ID
- Certified copy of Academic transcript
- Your CV and motivational letter

Technical and behavioral competencies required

The successful candidate will be required to display the following competencies in this role:

- Strong written and oral communication and presentation skills
- Strong organisational, analytical and technical skills
- Excellent attention to detail and accuracy
- Innovative and active
- Strong customer orientation and interpersonal skills
- Enthusiasm and commitment are essential
- Excellent time and task management
- Excellent computer skills

- Ability to learn new things
- Ability to work under pressure
- Knowledge of RAF business
- Team player
- Willingness to travel and work extra hours

Remuneration

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**CORRESPONDENCE MANAGEMENT INTERN x 1
EAST LONDON REGIONAL OFFICE
REF No: -----**

Purpose of the Internship: The Road Accident Fund is committed to youth skills development by providing graduates with an opportunity to gain work experience. Applications are invited for the Correspondence Management Internship from unemployed graduates between the age of 18 and 35. The Internship program will run for a period of twelve (12) months.

Work based exposure may include the following;

- Process incoming / outgoing mail and mail batching
- Perform a range of Correspondence Management responsibilities
- Perform Banking Indemnity Form administration
- Render maintenance of Correspondence Management Infrastructure, Equipment and material
- Provide Data capturing services
- Render Administrative responsibilities in Archives Administrative matters
- Perform Filing functions in Archive Services
- Perform File Retrieval in Archive Services Auditing
- Receipt and dispatching of files in Archive Services
- Perform scanning/Auditing of all files in the Branch
- Requesting and collection of Off-site Files

Qualifications and other Requirements

- Certified copy of Grade 12 / Matric certificate
- Certified copy of Bachelors Degree or National Diploma in Records Management / Administration / Business Management on NQF 6/7 or equivalent.
- Certified copy of your ID
- Certified copy of Academic transcript
- Your CV and motivational letter

Technical and behavioral competencies required

The successful candidate will be required to display the following competencies in this role:

- Communication skills
- Planning & organisational
- Computer literacy
- Team work
- Diversity awareness
- Integrity
- Analytical thinking

Remuneration

The interns will be awarded a monthly stipend.

Closing date: 9 March 2018

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