



**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 Organisation requires the services of qualified individuals in its **Durban Regional Office** for the following Internship programme:-

**THIS IS AN EXTERNAL ADVERTISEMENT**

**CLAIMS INTERNS X4  
ADVERT REFERENCE NO:OLP19012018DBN  
VARIOUS CLAIMS DEPARTMENT**

**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 program will run for a period of twelve months (12) months.

**Work based exposure may include the following;**

- Claims Origination
- Claims Litigation
- Direct Claims
- Post Settlement
- External Stakeholder engagement (e.g. Road shows, claimant's families, consulting with service providers and consulting with direct claimants etc.)

**Qualifications and other Requirements**

- Certified copy of Grade 12/ NQF 4 level certificate
- Certified copy of B Degree/Diploma(NQF6)
- 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

## **Remuneration**

The interns will be awarded a monthly stipend.

## **Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address: [DROCI@basadzi.co.za](mailto:DROCI@basadzi.co.za)

**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 a 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 Organisation requires the services of a qualified individual within the **Johannesburg Regional Office** for the following Learnership programme:

**THIS IS AN EXTERNAL ADVERTISEMENT**

**LEARNERSHIP X2  
VARIOUS DEPARTMENTS  
ADVERT REFERENCE NO: 28112017 LOJHB**

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

**Work based exposure may include the following:**

- Various Departments within the RAF,
- Learners will be required to attend classes and complete assignments/portfolios of evidence,
- The learners will be required to go through formal learning programme and practical work exposure components before they can be awarded their formal qualification.

**Qualifications and Experience**

- Certified copy of Grade 12 Certificate
- Certified copy of your ID
- Certified copy of grade 12 results
- Your CV and motivational letter

**Technical and behavioral competencies required**

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

- 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 value

The learnership programme will give you the opportunity to work while studying towards a nationally recognised qualification: Business Administration NQF Level 4

## Remuneration

The learner will be awarded a monthly stipend.

**Closing date: 2 February 2018**

**NB:** Applications can be forwarded to the following mail address [JROL@basadzi.co.za](mailto:JROL@basadzi.co.za)

**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 a learnership 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 underrepresented 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 Organisation requires the services of a qualified individual within the **Pretoria Regional Office** for the following Learnership programme:

**THIS IS AN EXTERNAL ADVERTISEMENT**

**LEARNERSHIP X4  
VARIOUS DEPARTMENTS  
ADVERT REFERENCE NO: 28112017 PTA**

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

**Work based exposure may include the following:**

- Various Departments within the RAF,
- Learners will be required to attend classes and complete assignments/portfolios of evidence,
- The learners will be required to go through formal learning programme and practical work exposure components before they can be awarded their formal qualification.

**Qualifications and Experience**

- Certified copy of Grade 12 Certificate
- Certified copy of your ID
- Certified copy of grade 12 results
- Your CV and motivational letter

**Technical and behavioral competencies required**

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

- 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 value

The learnership programme will give you the opportunity to work while studying towards a nationally recognised qualification: Business Administration NQF Level 4

**Remuneration**

The learner will be awarded a monthly stipend.

**Closing date: 2 February 2018**

**NB:** Applications can be forwarded to the following mail address [PROVARIOUS@basadzi.co.za](mailto:PROVARIOUS@basadzi.co.za)

**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 a learnership programme will not be considered.**

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

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The Organisation requires the services of qualified individual for the following position; the position will be based in **Head Office in Centurion**.

**THIS IS AN EXTERNAL ADVERTISEMENT**

**PROJECT COORDINATOR INTERN  
OCCO DEPARTMENT  
ADVERT REFERENCE NO: PCI19012018**

**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 Project Coordinator 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;**

- Create, consolidate and update project artefacts.
- Assist with project planning and project plan updates.
- Monitor project costs against budget.
- Ensure that all items sourced are received within the stipulated project schedule and are of the right quality.
- Prepare project status reports, meeting minutes and prepare documents for various project Committees.
- Prepare ad-hoc reports in case of crisis/ issues that require attention of stakeholders.

**Qualifications and Experience**

- B Com or BSc Degree or National Diploma in Business Administration @ NQF Level 6/7.
- PMBOK / Knowledge of Prince 2 will be an added advantage.
- SAP Knowledge.

**Technical and behavioral competencies required**

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

- Some Knowledge of project management methodologies, i.e. Prince 2/PMBOK.
- Ability to effectively use project management and planning software.
- Good MS Excel skills.
- Ability to engage in multiple initiatives simultaneously.
- Good planning and coordinating skills.
- Administrative skills.
- Problem solving skills.
- Good Written and verbal communication skills
- Good Interpersonal skills

**Remuneration**

The interns will be awarded a monthly stipend.

**Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address: [HOPROJECT@basadzi.co.za](mailto:HOPROJECT@basadzi.co.za)

**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.**

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The Organisation requires the services of qualified individuals in its **Johannesburg Regional Office** for the following Internship programme:-

**THIS IS AN EXTERNAL ADVERTISEMENT**

**CORRESPONDENCE INTERN  
ADVERT REFERENCE NO: CDI30112017JHB  
CORRESPONDENCE DEPARTMENT**

**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 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 to process incoming/outgoing mail and mail batching
- Assist to render correspondence management services
- Assist to maintain records management infrastructure, equipment and material
- Assist to ensure adherence to Policies and Procedures Copying, binding and laminating
- Assist with the performing of a range of correspondence management responsibilities
- Assist to ensure safe usage of Correspondence Management Infrastructure, Equipment and material
- Assist to render maintenance of Correspondence Management Infrastructure, Equipment and material
- Assist with general administration.

**Qualifications and Experience**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of B Degree in Administration/National Diploma in Business Management or equivalent qualification.
- 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

## **Remuneration**

The interns will be awarded a monthly stipend.

## **Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address [JROC@basadzi.co.za](mailto:JROC@basadzi.co.za)

**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.**

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The Organisation requires the services of qualified individuals in its **Kimberley provincial Office** and for the following Internship programme:-

**THIS IS AN EXTERNAL ADVERTISEMENT**

**CUSTOMER SERVICE INTERNSHIP  
CSC - KIMBERLEY  
ADVERT REFERENCE NO: KI30112017JHB**

**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 Customer Service 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;**

- Data capturing
- Claims Registration
- Claim Verification
- Merits Investigation and Assessment
- External Stakeholder engagement (e.g. Road shows, consulting with claimant's families, consulting with service providers and consulting with direct claimants etc.)
- Keep daily stats of activities on work allocated and work to be assessed.
- Submit daily and monthly stats as required by management.

**Qualifications and Experience**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of LLB Degree or equivalent law degree/diploma.
- 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

**Remuneration**

The interns will be awarded a monthly stipend.

**Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address [KPOCS@basadzi.co.za](mailto:KPOCS@basadzi.co.za)

**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.**

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The Organisation requires the services of qualified individuals in its **Provincial Offices** for the following Internship programme:-

**THIS IS AN EXTERNAL ADVERTISEMENT**

<p><b>CLAIMS INTERNS X 4</b> <b>OFFICES: POLOKWANE ADVERT REFERENCE: POL2018;</b> <b>NELSPRUIT ADVERT REFERENCE NO: NELS2018;</b> <b>MAFIKENG ADVERT REFERENCE NO: MAF2018;</b> <b>MENLYN ADVERT REFERENCE NO : MEN2018</b> <b>ORIGINATION DEPARTMENT</b></p>
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**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 program will run for a period of twelve months (12) months.

**Work based exposure may include the following;**

- Claims Origination
- Claims Registration
- Claim Verification
- Merits Investigation and Assessment
- External Stakeholder engagement (e.g. Road shows, claimant's families, consulting with service providers and consulting with direct claimants etc.)

**Qualifications and other Requirements**

- Certified copy of Grade 12/ NQF 4 level certificate
- Certified copy of B Degree
- 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

## **Remuneration**

The interns will be awarded a monthly stipend.

**Closing date:** 2 February 2018

NB: Applications can be forwarded to the following mail address: [POCI@basadzi.co.za](mailto:POCI@basadzi.co.za)

**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 a internship programme will not be considered.**

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

**THIS IS AN EXTERNAL ADVERTISEMENT**

**EMPLOYEE WELLNESS SERVICES INTERN  
ADVERT REFERENCE NO:CDMP19012018  
CLAIMS DETERMINATION: MEDICAL PROJECT**

**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 Road Accident Fund 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 :**

- Claims Determination department focusing on our Medical Project

**Qualifications and Experience**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of relevant B Degree/National Diploma in Nursing or Allied Health Professions
- 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

**Remuneration**

The interns will be awarded a monthly stipend.

Closing date: 2 February 2018

NB: Applications can be forwarded to the following mail address [DROEWS@basadzi.co.za](mailto:DROEWS@basadzi.co.za)

**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 a Internship programme will not be considered.**

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The Organisation requires the services of qualified individuals in its **Pretoria Regional Office** for the following Internship programme:-

**THIS IS AN EXTERNAL ADVERTISEMENT**

**EMPLOYEE WELLNESS INTERN  
ADVERT REFERENCE NO:19012019EWSPTA  
EWS DEPARTMENT**

**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 an Employee wellness 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;**

- General Nursing duties
- ICU/High Care
- Report Writing
- Physical/Psycho-social assessment
- Nursing Process

**Qualifications and Experience**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of Enrolled assistant Nurse qualification
- Certified copy of your ID
- Certified copy of Academic transcript
- Your CV and motivational letter
- Current Statutory Registration and licence (SANC receipt)

**Technical and behavioral competencies required**

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

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

**Remuneration**

The interns will be awarded a monthly stipend.

**Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address [PROEW@basadzi.co.za](mailto:PROEW@basadzi.co.za)

**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 a Internship programme will not be considered.**

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The Organisation requires the services of a qualified individual within the **Cape Town Regional Office** for the following Learnership programme:

**THIS IS AN EXTERNAL ADVERTISEMENT**

**LEARNERSHIP X3  
FINALISATION DEPARTMENT  
ADVERT REFERENCE NO: F28112017 CPT**

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

**Work based exposure may include the following:**

- Various Departments within the RAF,
- Learners will be required to attend classes and complete assignments/portfolios of evidence,
- The learners will be required to go through formal learning programme and practical work exposure components before they can be awarded their formal qualification.

**Qualifications and Experience**

- Certified copy of Grade 12 Certificate
- Certified copy of your ID
- Certified copy of grade 12 results
- Your CV and motivational letter

**Technical and behavioral competencies required**

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

- 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 value

The learnership programme will give you the opportunity to work while studying towards a nationally recognised qualification: Business Administration NQF Level 4

## Remuneration

The learner will be awarded a monthly stipend.

**Closing date: 2 February 2018**

**NB:** Applications can be forwarded to the following mail address [CTROFD@basadzi.co.za](mailto:CTROFD@basadzi.co.za)

**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 a learnership programme will not be considered.**

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

**THIS IS AN EXTERNAL ADVERTISEMENT**

**FINANCE INTERN  
EAST LONDON REGIONAL OFFICE  
ADVERT REFERENCE NO:19012018FIELRO**

**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 **Finance 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;**

- Review and prepare claims payments batch reports
- Handle petty cash receipts, vouchers, issues and reconciliation
- Liaise with internal stakeholders to resolve claim related queries and provide feedback
- Follow up on outstanding payment documents
- Ensure all claims payments records are properly filed
- Administer payments
- Provide SCM duties such as S&T, maintaining of PR's and PO's for Accommodation, goods and services
- Follow up on invoices and outstanding invoices.
- Data capturing and checking of accuracy of documents
- Monthly reports and duties related to SCM and Finance.

**Qualifications and other Requirements**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of relevant Degree / Diploma in Finance / Accounting / Supply Chain 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

## **Remuneration**

The interns will be awarded a monthly stipend.

## **Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address: [ELRFINANCE@basadzi.co.za](mailto:ELRFINANCE@basadzi.co.za)

**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 a Internship programme will not be considered.**

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The Organisation requires the services of qualified individuals in its **Johannesburg Regional Office** for the following Internship programme:-

**THIS IS AN EXTERNAL ADVERTISEMENT**

**FINANCE INTERN  
ADVERT REFERENCE NO: FDI30112017JHB  
FINANCE DEPARTMENT**

**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 Finance 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:**

- Data Capturing
- Identify, attend to follow up on payments and resolve Finance Regional issues
- Maintain proper documentation management system for the department
- Administer and maintain an effective and efficient movement of records
- To ensure receiving and stamping of documentation
- Filing and attending to outstanding payments
- Budget checks for any procurement requests
- Budget vs Expenditure variance analysis
- Procurement of goods and services
- Query management

**Qualifications and Experience**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of relevant Diploma/B Com Degree 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

## Remuneration

The interns will be awarded a monthly stipend.

## Closing date: 2 February 2018

NB: Applications can be forwarded to the following mail address [JROF@basadzi.co.za](mailto:JROF@basadzi.co.za)

**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**





**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 Organisation requires the services of qualified individuals in its **Johannesburg Regional Office** for the following Internship programme:-

**THIS IS AN EXTERNAL ADVERTISEMENT**

**FINANCE INTERN  
ADVERT REFERENCE NO: FDI30112017JHB  
FINANCE DEPARTMENT**

**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 Finance 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:**

- Data Capturing
- Identify, attend to follow up on payments and resolve Finance Regional issues
- Maintain proper documentation management system for the department
- Administer and maintain an effective and efficient movement of records
- To ensure receiving and stamping of documentation
- Filing and attending to outstanding payments
- Budget checks for any procurement requests
- Budget vs Expenditure variance analysis
- Procurement of goods and services
- Query management

**Qualifications and Experience**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of relevant Diploma/B Com Degree 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

## **Remuneration**

The interns will be awarded a monthly stipend.

## **Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address [JROF@basadzi.co.za](mailto:JROF@basadzi.co.za)

**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.**

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

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

**THIS IS AN EXTERNAL ADVERTISEMENT**

**HUMAN CAPITAL MANAGEMENT INTERN  
EAST LONDON REGIONAL OFFICE  
ADVERT REFERENCE NO:HCMI19012018I**

**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 Human Capital 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;**

- Recruitment and Selection of candidates.
- Advertising; screening; short-listing and placement of candidates
- Facilitate communication between management and employees
- Assist management in analyzing jobs
- Compile, analyse and maintain attendance reports
- Maintain sound employee relations within the RAF
- Handle site labour related issues
- Arrange, coordinate and attend meetings
- Coordinate and conduct disciplinary enquiries and provide guidance on policies.
- Handle grievances
- Assist with Employee Wellness Services related to referrals and administration, and event arrangements, where appropriate.
- Responsible for leave management
- Responsible for payroll inputs
- Manage staff promotions, transfers and terminations
- Maintain and update statistics, organograms and staff movements and monthly reports.
- Assume responsibility for HR filing system
- Administer performance management
- Do monthly reports and filing of CV's and personal documents.
- Arrange venue, agenda's and take minutes of HR related meetings.

**Qualifications and other Requirements**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of relevant Degree / Diploma in Human Resource 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed
- Ability to work under pressure

### **Remuneration**

The interns will be awarded a monthly stipend.

### **Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address: [ELRHCM@basadzi.co.za](mailto:ELRHCM@basadzi.co.za)

**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.
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The Organization requires the services of qualified individuals in its **Johannesburg Regional Office** for the following Internship programme:-

**THIS IS AN EXTERNAL ADVERTISEMENT**

**HUMAN RESOURCES INTERNSHIP X2  
HUMAN CAPITAL DEPARTMENT- JOHANNESBURG  
ADVERT REFERENCE NO: HCI30112017JHB**

**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 a Human Resource 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;**

- Updating and maintaining the filing systems on a daily basis, archiving files as appropriate, e.g. disciplinary/grievance records and training records;
- Coordinating training to ensure growth and development of employees;
- Booking employees for their approved external training and liaising with service providers;
- Administer and support disciplinary matters;
- Receiving complaints and liaise with relevant stakeholders;
- Attending CCMA cases with management representative;
- Taking minutes during the meetings e.g. EE committee meeting;
- Creating purchase requisitions for the trainings;

**Qualifications and Experience**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of B degree/ Diploma in Human Resources Management 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed.

## Remuneration

The interns will be awarded a monthly stipend.

## Closing date: 2 February 2018

NB: Applications can be forwarded to the following mail address [JROHR@basadzi.co.za](mailto:JROHR@basadzi.co.za)

**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.
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The Organisation requires the services of a qualified individual within its **Pretoria Regional Office** for the following Learnership Programme:

**THIS IS AN EXTERNAL ADVERTISEMENT**

**HUMAN RESOURCE LEARNERSHIP  
HUMAN CAPITAL DEPARTMENT  
ADVERT REFERENCE NO: HRI 01122017PTA**

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

**Work based exposure;**

**Assist in the recruitment process**

- Schedule shortlisting
- Schedule Assessments
- Schedule interviews
- Prepare appointment files as per checklist
- Assist in induction coordination

**Provide administrative support to the department**

- Printing
- Filing
- Scanning
- Payroll input

**Qualifications and other Requirements**

- Certified copy of Grade 12 Certificate
- Certified copy of your ID
- Certified copy of grade 12 results
- Your CV and motivational letter

**Technical and behavioral competencies required**

The successful candidate will display the following competencies:

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

- Ability to maintain high effective levels of customer service.

The Learnership programme will give you the opportunity to work while studying towards a nationally recognised qualification: Business Administration NQF Level 4

### **Remuneration**

The Learner will be awarded a monthly stipend.

### **Closing date: 2 February 2018**

**NB:** Applications can be forwarded to the following e-mail address [PROHR@basadzi.co.za](mailto:PROHR@basadzi.co.za)  
**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 a learnership programme will not be consider**

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

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

**THIS IS AN EXTERNAL ADVERTISEMENT**

**LEARNING AND DEVELOPMENT INTERN  
EAST LONDON REGIONAL OFFICE  
ADVERT REFERENCE NO: LDI19012018ELRO**

**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 Learning & Development 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;**

- Respond to employee queries regarding their Personal Development Plans.
- Maintain an up to date knowledge regarding development in skills development and keep up to date on meeting dates.
- Assist with capturing and consolidation of data for the workplace skills plan report.
- Assist with all administration for SETA learnerships and internships and other skills programmes implemented within the organization.
- Coordinate all skills development meetings and interventions (arrange venues, sending invites, flights and accommodation, etc).
- Create and follow-up on purchase requisitions.
- Coordinate and keep up to date on new recruits in the organization and arrange for induction.
- Co-ordinate induction programmes.
- Assist the Skills Development team with all administrative tasks associated with projects for skills development.

**Qualifications and other Requirements**

- Certified copy of Grade 12 / Matric
- Certified copy of relevant National Diploma in Human Resource Management /NQF 5 ETDP certificate 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

### **Remuneration**

The interns will be awarded a monthly stipend.

### **Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address: [ELROLD@basadzi.co.za](mailto:ELROLD@basadzi.co.za)

**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 a Internship programme will not be considered.**

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The Organization requires the services of a qualified individual within the **Johannesburg Regional Office** for the following Learnership programme:

**THIS IS AN EXTERNAL ADVERTISEMENT**

**LEARNERSHIP  
ADVERT REFERENCE NO: MD30112017JHB  
MARKETING DEPARTMENT**

**Purpose of the Learnership:** The Organization is committed to youth skills development by providing youth with an opportunity to gain work experience. Applications are invited for a Support Department learnership from unemployed individuals between the age of 18 and 35. The learnership program will run for a period of twelve (12) months.

**Work based exposure may include the following:**

- Planning and executing successful events
- Deal with Brand and positioning
- Marketing administration and activations
- Stakeholder relations
- Brand Inventory

**Qualifications and Experience**

- Certified copy of Grade 12/ Matric
- Certified copy of your ID
- Certified copy of grade 12 results
- Your CV and motivational letter

**Technical and behavioral competencies required**

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

- 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 value

The learnership programme will give you the opportunity to work while studying towards a nationally recognised qualification: Business Administration NQF Level 4

### **Remuneration**

The learner will be awarded a monthly stipend.

### **Closing date: 2 February 2018**

**NB:** Applications can be forwarded to the following mail address [JROMD@basadzi.co.za](mailto:JROMD@basadzi.co.za)  
**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 a learnership programme will not be considered.**

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The Organisation requires the services of qualified individuals in its **Durban Regional Office** for the following Internship programme:-

**THIS IS AN EXTERNAL ADVERTISEMENT**

**MEDICAL PROJECT DETERMINATION INTERNS X12  
ADVERT REFERENCE NO:MPIDRN19012018**

**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 Road Accident Fund 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 :**

- Claims Determination department focusing on our Medical Project

**Qualifications and Experience**

- Certified copy of Grade 12 / Matric certificate
- Certified copy of a Degree/Diploma(NQF 6) in Public Administration
- A qualification in Project Management will be an added advantage
- Proficiency in Excel
- 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:

- Written and verbal communication skills
- Interpersonal skills
- Detail orientation
- Desire and potential to learn
- Self-motivated
- Basic computer skills
- Prioritize tasks as needed

**Remuneration**

The interns will be awarded a monthly stipend.

**Closing date: 2 February 2018**

NB: Applications can be forwarded to the following mail address [DROMPD@basadzi.co.za](mailto:DROMPD@basadzi.co.za)

**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**

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The Organisation requires the services of qualified individual for the following position; the position will be based at **Head Office in Centurion:-**

**THIS IS AN EXTERNAL ADVERTISEMENT**

**BUSINESS ANALYST INTERN  
OCOO DEPARTMENT  
ADVERT REFERENCE NO: BAI19012018**

**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 Business Analyst 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;**

- Critically evaluate information gathered.
- Document and maintain business process documents and standard operating procedures (SOP).
- Develop and produce operational reports.
- Analyse activities and trends and compare against the service standards and best practices.
- Identify and implement strategies that will address tactical and strategic goals.
- Ensure business requirements are adequately reflected in technical planning documents.

**Qualifications and Experience**

- Copy of certified grade 12/matric certificate
- B Degree/ National Diploma @ NQF Level 6/7.
- A degree in Commerce / Maths / Computer Science at NQF 6/7 or equivalent will be highly desirable.
- Knowledge of a Business Process mapping tool

**Technical and behavioral competencies required**

- The successful candidate will be required to display the following competencies in this role:
- Proficiency in a business process modeling tools.
- Good Visio, MS Word and MS Excel skills.
- Ability to engage in multiple initiatives simultaneously.
- Good oral, written and presentation skills.
- Good interpersonal skills.
- Good Presentation skills.

## Remuneration

The interns will be awarded a monthly stipend.

## Closing date: 2 February 2018

NB: Applications can be forwarded to the following mail address: [HOBA@basadzi.co.za](mailto:HOBA@basadzi.co.za)  
**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.**

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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 Organisation requires the services of qualified individuals at its **East London Regional Office** for the following Learnership Programme:

**THIS IS AN EXTERNAL ADVERTISEMENT**

**CLAIMS LEARNERSHIP X7  
OPERATIONS DEPARTMENTS  
ADVERT REFERENCE NO: 24112017LELN**

**Purpose of the Learnership :** The Organization is committed to youth skills development by providing qualifying youth with an opportunity to gain work experience and study towards obtaining a nationally recognised qualification. Applications are invited for a Claims learnership from unemployed individuals between the age of 18 and 35. The learnership 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 level 4 certificate
- Certified copy of your ID
- Certified copy of Grade 12 results
- 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
- Attention to detail
- Share our organizational value

The learnership programme will provide candidates with an opportunity to work while studying towards a nationally recognized qualification: Business Administration NQF level 4.

### **Remuneration**

The Learners will be awarded a monthly stipend.

**Closing date: 2 February 2018**

**NB:** Applications can be forwarded to the following e-mail address [ELROCL@basadzi.co.za](mailto:ELROCL@basadzi.co.za)

**No** hand delivered applications will be accepted.

### **INSTRUCTION TO PROSPECTIVE APPLICANTS**

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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 a learnership programme will not be considered.**

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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**