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CIPC: Internal Audit Internships 2024-25 New Job Application

Description

The Companies and Intellectual Property Commission (CIPC) is the primary South African regulatory agency responsible for the registration and regulation of companies, close corporations, co-operatives, and intellectual property rights. As a cornerstone of South Africa's economic infrastructure, CIPC plays a crucial role in fostering business growth, protecting intellectual property, and ensuring compliance with regulatory standards.

CIPC is seeking dynamic and motivated individuals to join our Internal Audit team as interns. This internship offers a unique opportunity to gain hands-on experience in internal auditing within a governmental regulatory body. Interns will work closely with experienced professionals, gaining exposure to various aspects of auditing processes, compliance procedures, and risk management practices.

Responsibilities

- **Assist in Audit Planning:** Collaborate with senior auditors to plan and schedule audit engagements, including identifying key risk areas and establishing audit objectives.
- **Conduct Audit Fieldwork:** Participate in fieldwork activities, including conducting interviews, gathering evidence, and performing testing procedures to evaluate internal controls and compliance with regulatory requirements.
- **Data Analysis:** Utilize audit software and tools to analyze financial data, identify trends, anomalies, and potential areas of concern.
- **Documentation and Reporting:** Prepare clear and concise audit workpapers, documenting findings, observations, and recommendations for improvement. Assist in the preparation of audit reports for management review.
- **Follow-Up:** Assist in tracking and monitoring the implementation of audit recommendations, ensuring timely resolution of identified issues.
- **Ad Hoc Projects:** Support the Internal Audit team on special projects, initiatives, or investigations as needed.

Qualifications

- Currently enrolled in a Bachelor's or Master's degree program in Accounting, Finance, Auditing, or related field.
- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Previous internship experience in auditing or accounting is a plus.

Job Benefits

Hiring organization

CIPC

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South
Africa

Working Hours

09

Date posted

June 11, 2024

Valid through

11.06.2028

- **Professional Development:** Access to training sessions, workshops, and seminars aimed at enhancing skills in auditing, finance, and regulatory compliance.
- **Mentorship:** Assigned mentors within the Internal Audit team to provide guidance, support, and career advice throughout the internship period.
- **Networking Opportunities:** Exposure to professionals within CIPC and the broader regulatory community, facilitating valuable networking opportunities for future career growth.
- **Flexible Work Arrangements:** Depending on the internship duration and circumstances, flexible work arrangements such as remote work or adjusted hours may be available.
- **Performance Feedback:** Regular feedback sessions with supervisors to discuss progress, strengths, and areas for improvement, helping interns to continually develop their skills and knowledge.
- **Access to Resources:** Interns will have access to resources such as audit software, databases, and research materials to support their work assignments.
- **Potential for Full-Time Employment:** Outstanding interns may be considered for full-time employment opportunities within CIPC upon completion of their internship, based on performance and organizational needs.
- **Social Events and Team Building Activities:** Participation in social events, team-building activities, and networking gatherings to foster camaraderie and a positive work environment.
- **Health and Wellness Benefits:** Depending on the organization's policies, interns may have access to health and wellness benefits such as subsidized gym memberships, wellness programs, or access to counseling services.
- **Recognition and Awards:** Recognition of outstanding performance through awards or certificates, highlighting achievements and contributions to the organization.

Contacts

Interested candidates should submit their resume and a cover letter outlining their interest in the Internal Audit Internship position at CIPC. Applications can be submitted Via Email.