

ADVERTISEMENT

INTERNSHIP: RISK MANAGEMENT - 24 MONTHS

Salary Range R 6 758 – R 8 878 per month (differentiated according to level of qualification)

Overview of the Organisation

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

Position

An Internship exists in the Strategy, Business Development and Governance Division within the Governance, Risk and Compliance Section to obtain practical training within the Risk Management unit. The Intern will work closely with the Risk Management Officer to learn how to provide vigorous risk management and governance support to all NMISA operations, facilitate timely identification and analysis of material risks, apply standard methodologies to manage these and develop accurate risk and opportunity management profile for NMISA.

Requirements:

- Bachelor's Degree (NQF Level 7) in Risk Management, Auditing, Management or related field.
- Knowledge and understanding of Governance and Risk Principles.
- Basic understanding of MS Office Software.
- Good communication and report writing skills.

Experience:

- No prior internship or relevant work experience is required for this position (if you have work experience you will not be considered)

Responsibilities:

- Assist with assessing and managing risks related to NMISA and its context (risks such as cultural, social, political, legal, regulatory, financial, technological, economic and competitive circumstances)
- Assist with performing a risk assessment of the Strategy Plan for the period under review, considering the impact of systematic changes (international trends in Metrology, national and provincial policy and legislative developments, etc.)
- Assist with evaluating the effectiveness of risk mitigation plans implemented by Managers and Project Leaders of technical/scientific projects on a quarterly basis.

- Assist with maintaining the NMISA Risk Registers
- Assist with overseeing the overall risk management process for NMISA
- Assist with continuously monitoring, reviewing and updating the fraud prevention and ethics management policies and processes.
- Assist with manage and coordinating the organisational Business Continuity Management Plans
- Assist with ensuring that staff is familiar with ethics related policies and procedures, including declaration of private interest, receipt of gifts and whistle blowing processes

Person Specification:

The ideal candidate will preferably be a self-starter who is self-motivated and very detail conscious and meticulous, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The candidate must be open to learning and embrace challenges, can multi-task, work in a team environment and be able to meet strict deadlines. The candidate must have excellent organisational, planning and time management skills and ability to follow instructions and procedures. The position also requires being honest and ethical, being pleasant with others and displaying a good-natured, cooperative attitude.

Please note:

How to apply – please read carefully (non-compliant applications will not be considered):

Email your application to Careers5@nmisa.org, using this exact subject line: “**INTERNSHIP: RISK MANAGEMENT**”. Submit only one application per person for this position.

You must attach **THREE separate PDF documents – do not combine them into one file**. Name each file using **exactly these labels – CV, ID, Qualifications – as “Surname Name – Label”**, for example:

- Your CV – e.g. “Mokoena Thandi – CV.pdf”
- A certified copy of your ID – e.g. “Mokoena Thandi – ID.pdf”
- Your qualification certificate(s) – e.g. “Mokoena Thandi – Qualifications.pdf”

Format rules (applications that do not follow these will not be considered):

- All three documents must be in **PDF format**. Word documents, photographs, JPEG/image files, and links (Google Drive, OneDrive, Dropbox) will not be accepted.
- Your CV must be a proper PDF created from a document (for example, “Save as PDF” from Word) – not a scan or a photograph – and your full name, cell number and email address must appear at the top of the CV.
- Your certified ID and qualification certificate may be scanned, but must be clear, legible PDFs.

Only applications that include all three documents, correctly named and in the correct PDF format, will be considered.

Closing date for applications: **29 September 2026**

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to previously disadvantaged candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation.

People with disabilities are encouraged to apply. Correspondence will be limited to shortlisted candidates only. The NMISA reserves the right not to appoint.

By applying for this position at the NMISA, the applicant understands, consents and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to positions that require trust and honesty and/or entail the handling of cash or finances, and may also verify the applicant's educational qualifications and employment history. You voluntarily give the NMISA consent to process your personal information.