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GPAA: Internships 2024 / 2025 Latest Opportunities

Description

GPAA is seeking highly motivated and enthusiastic interns to join our dynamic team. This internship opportunity offers students and recent graduates the chance to gain valuable hands-on experience in the field of pensions administration within a government agency. Interns will have the opportunity to work alongside experienced professionals, participate in meaningful projects, and develop essential skills for their future careers.

Responsibilities

- Assist with the processing of pension applications and calculations.
- Support pension fund administration activities, including data entry and record-keeping.
- Conduct research on pension regulations, policies, and procedures.
- Assist in the preparation of reports, presentations, and documentation.
- Provide administrative support to various departments within the agency.
- Collaborate with team members on special projects and initiatives.
- Maintain confidentiality and adhere to ethical standards in handling sensitive information.
- Participate in training sessions and professional development opportunities.

Qualifications

- Currently enrolled in a relevant undergraduate or graduate degree program, or recent graduate.
- Strong academic background in finance, accounting, business administration, or a related field.
- Excellent analytical and problem-solving skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Attention to detail and a commitment to accuracy.
- Interest in public administration and pensions management is preferred.

Job Benefits

- Gain practical experience in pensions administration and public service.
- Work closely with experienced professionals and mentors.
- Opportunity to contribute to meaningful projects and initiatives.
- Develop essential skills for future career advancement.
- Networking opportunities within the organization and the public sector.
- Monthly stipend or internship allowance may be provided.

Contacts

To apply for the Intern position at GPAA, please submit your resume, cover letter,

Hiring organization

Government Pensions
Administration Agency (GPAA)

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

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

Working Hours

09

Date posted

September 30, 2024

Valid through

01.03.2028

and academic transcripts via email. In your cover letter, please specify your availability and motivation for applying to this internship opportunity. Only shortlisted candidates will be contacted for interviews.

At GPAA, we are committed to creating a diverse and inclusive work environment and encourage applications from individuals of all backgrounds. We look forward to welcoming talented and passionate interns to our team!