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## Government Pensions Administration Agency (GPAA): Internships 2024 / 2025 Apply Online

### Description

GPAA is offering internship opportunities for dynamic and motivated individuals who are eager to gain practical experience in the field of pensions administration. As an intern at GPAA, you will have the opportunity to work alongside seasoned professionals, contribute to meaningful projects, and develop essential skills that will prepare you for a successful career in the public sector.

### Responsibilities

- Assist in processing pension claims and applications under the guidance of experienced staff.
- Conduct research and analysis on pension-related matters to support decision-making processes.
- Provide administrative support in maintaining accurate records and databases.
- Assist in responding to inquiries from pensioners and stakeholders with professionalism and efficiency.
- Participate in departmental meetings and contribute ideas for process improvement.
- Collaborate with team members on special projects and initiatives aimed at enhancing service delivery.
- Adhere to GPAA's policies and procedures, ensuring compliance with relevant regulations and guidelines.

### Qualifications

- Currently enrolled in a relevant degree program (e.g., Finance, Accounting, Public Administration, or related field).
- Strong analytical skills with the ability to interpret and apply complex regulations.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Ability to work effectively in a team environment and independently when required.
- Demonstrated commitment to professionalism, integrity, and confidentiality.

### Job Benefits

- Hands-on experience in a dynamic and reputable organization.
- Exposure to various aspects of pensions administration and public sector operations.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities with industry leaders and peers.
- Potential for future employment opportunities based on performance and organizational needs.

### Contacts

### Hiring organization

Government Pensions Administration Agency

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Government Administration

### Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

### Working Hours

09

### Date posted

May 14, 2024

### Valid through

04.03.2028

Interested candidates should submit a comprehensive resume and a cover letter outlining their interest in the internship position and relevant qualifications. Applications can be sent via email or through the GPAA website. Shortlisted candidates will be contacted for further assessment.

Join GPAA and be part of a team dedicated to serving those who have served the nation. Gain invaluable experience and make a meaningful impact on the lives of pensioners across South Africa.