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Office of the Pension Funds Adjudicator (OPFA) Internships 2024 New Hiring

Description

We are seeking dynamic and motivated individuals for internship opportunities at the Office of the Pension Funds Adjudicator. As an intern, you will have the chance to gain valuable hands-on experience in the field of pension fund adjudication and dispute resolution.

Responsibilities

- **Assisting Adjudicators:** Support adjudicators in researching case law, drafting reports, and preparing case documents.
- **Case Management:** Aid in managing case files, organizing evidence, and maintaining case databases.
- **Administrative Support:** Assist with general office administrative tasks such as filing, data entry, and correspondence.
- **Research and Analysis:** Conduct research on pension fund regulations, laws, and related matters to support case preparation.
- **Client Interaction:** Interact with clients and stakeholders, providing them with assistance and necessary information.

Qualifications

- Current enrollment in a relevant undergraduate or graduate program in law, finance, business, or a related field.
- Strong analytical skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and research tools.

Job Benefits

- Valuable hands-on experience in pension fund adjudication and dispute resolution.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities within the legal and financial sectors.
- Stipend or compensation based on the internship program.

Contacts

1. Review the Job Description: Carefully read through the job description provided for the internship position at OPFA to ensure you understand the responsibilities, qualifications required, and the expectations for the role.

2. Prepare Application Materials: Gather all necessary application materials, which typically include:

- A well-crafted resume highlighting your educational background, relevant coursework, any previous work or internship experiences, and skills that align with the internship role.

Hiring organization

Office of the Pension Funds Adjudicator

Employment Type

Intern

Duration of employment

3 Months

Industry

Pension Funds

Job Location

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

Working Hours

09

Date posted

May 16, 2024

Valid through

18.12.2024

- A tailored cover letter expressing your interest in the internship position, outlining why you are a suitable candidate, and how your skills and experiences align with the responsibilities mentioned in the job description.
- Any additional documents or certifications that might strengthen your application, such as academic transcripts, letters of recommendation, or a portfolio if applicable.

3. Customize Your Application: Tailor your resume and cover letter specifically for the OPFA internship position. Highlight relevant experiences, skills, and achievements that demonstrate your suitability for the role.

4. Submit Your Application: Follow the application instructions provided in the job description. This might involve sending an email to a designated address, submitting through an online portal, or following specific guidelines outlined by the OPFA.

- If submitting via email, ensure that you mention “OPFA Internship Application” in the subject line and attach your resume, cover letter, and any other required documents in PDF format.
- If using an online portal, create an account if necessary and upload your application materials as per the provided instructions.

5. Double-Check Your Application: Before submission, review your application materials for any errors or inconsistencies. Check for spelling, grammar, and formatting to ensure a professional presentation of your application.

6. Follow Up: After submitting your application, consider sending a polite follow-up email after a reasonable period, usually a couple of weeks, to inquire about the status of your application. This demonstrates your continued interest in the position.

7. Prepare for Interviews: If shortlisted, be prepared for interviews. Research the OPFA, understand their mission, and be ready to discuss your experiences, skills, and how they align with the internship role.

8. Stay Positive and Responsive: Remain positive throughout the application process and promptly respond to any communication from OPFA, including interview invitations or requests for additional information.