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Office of the Pension Funds Adjudicator (OPFA) Internships 2024 Apply Online

Description

Join us for an engaging internship programme at the Office of the Pension Funds Adjudicator! This programme offers a unique opportunity to gain hands-on experience in administrative, legal, or related areas within the pension funds sector.

Responsibilities

- Assist in administrative tasks such as data entry, filing, and documentation
- Support various departments in research, analysis, and report preparation
- Aid in responding to inquiries and communicating with stakeholders
- Assist in case management and administrative duties related to complaints resolution
- Collaborate with team members on various ongoing projects

Qualifications

- Pursuing or recently completed a relevant qualification in Law, Administration, or related fields
- Strong organizational skills and attention to detail
- Proficiency in basic computer applications
- Good communication and interpersonal skills
- Ability to adapt and contribute effectively in a team environment

Job Benefits

- **Hands-On Experience:** Gain practical exposure to administrative, legal, or related areas within the pension funds sector.
- **Professional Development:** Opportunities for mentorship and guidance from experienced professionals to enhance skills and knowledge.
- **Networking:** Connect with industry experts, stakeholders, and professionals within the pension funds sector.
- **Career Prospects:** Successful completion of the internship could lead to potential career opportunities within the organization or the pension funds industry.
- **Learning Opportunities:** Access to diverse projects, ongoing learning initiatives, and exposure to complaints resolution processes.
- **Skill Enhancement:** Develop essential skills such as research, analysis, communication, and administrative competencies.
- **Experiential Knowledge:** Gain insight into the functioning of an independent institution and its role in resolving pension fund-related complaints.
- **References and Recommendations:** Possibility to receive commendable references or recommendations based on performance during the internship.

Contacts

Submit your application, including a resume and cover letter detailing your interest

Hiring organization
OPFA

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
April 6, 2024

Valid through
12.12.2024

and suitability for the internship programme at the Office of the Pension Funds Adjudicator.

Join the OPFA for an insightful internship experience and contribute to enhancing the pension funds resolution process.