

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Human Resource Recruitment, Government Pensions Administration Agency, 34 Hamilton street, Pretoria, 0001 before 9 July 2018 at 12:00 noon. We would encourage you to rather hand deliver to Head Office or hand in at any one of our Regional Offices.
- FOR ATTENTION** : Ms Alletah Mashiane – Internship Opportunities
- CLOSING DATE** : 09 July 2018, 12H00 No late applications will be considered.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the Internet at <http://www.gpaa.gov.za>. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation) and ID document (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Applications that don't meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification). Where applicable, candidates will be subjected to a skills/knowledge test/psychometric assessment test. The Department reserves the right not to make appointment(s) to the advertised internships. Separate applications should be completed for each internship applied for and the relevant reference number must be quoted. Applicants must be unemployed graduates and South African citizens between the ages of 18 and 35. Preference will be given to graduates who are in possession of the relevant tertiary qualifications from accredited higher education institutions and who have never participated in an internship before.

INTERNSHIP PROGRAMME FOR 2018/2019

The GPAA would like to invite qualifying graduates to apply to participate in an Internship programme in the 2018/2019 financial year. The internship is meant to provide work exposure to eighty six (86) graduates for a period of twelve (12) months.

OTHER POSTS

- POST 25/08** : **INTERNSHIP PROGRAMME: CORPORATE MONITORING AND EVALUATION**
REF NO: CM&E4/2018/06 (X4 POSTS)
12 month-contract
- SALARY** : R64 245.30 per annum
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A B Degree in Social Science or Honours degree in Research for three(3) candidates and B Degree in Information Technology for one (1) candidate. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.
- ENQUIRIES** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
- NOTE** : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the

GPAA's website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/09 : **INTERNSHIP PROGRAMME: CORPORATE COMMUNICATION REF NO: COMM3/2018/06 (X3 POSTS)**
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A B Degree in Communications/Public Relations or National Diploma in Graphic Design or B Degree in Graphic Design. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/10 : **INTERNSHIP PROGRAMME: FINANCE – INVESTMENT ACCOUNTING, CASHFLOW MANAGEMENT AND EMPLOYEE BENEFITS ACCOUNTING REF NO: FINEB7/2018/06 (X3 POSTS)**
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : A Three years recognised tertiary qualification in Finance (Accounting as a major subject). Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/11 : **INTERNSHIP PROGRAMME: FINANCE – ACCOUNTS PAYABLE REF NO: FINACC1/2018/06 (X1 POST)**
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : BCOMM Accounting. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.

NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/12 : **INTERNSHIP PROGRAMME: FINANCE – ASSET MANAGEMENT REF NO: FINASSETS1/2018/06 (X1 POST)**
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : BCOMM Accounting. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/13 : **INTERNSHIP PROGRAMME: FINANCE – SALARIES REF NO: FINSAL1/2018/06 (X1 POST)**
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : BCOMM Accounting. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

- POST 25/14** : **INTERNSHIP PROGRAMME: FINANCE – BUDGET MANAGEMENT REF NO: FINBUDGET1/2018/06 (X1 POST)**
12 month-contract
- SALARY** : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : BCOMM Accounting. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.
- ENQUIRIES** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.
- POST 25/15** : **INTERNSHIP PROGRAMME: FINANCE – UNCLAIMED BENEFITS REF NO: FINUNCLAIMED4/2018/06 (X4 POSTS)**
12 month-contract
- SALARY** : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : B.Com or National Diploma in Finance or equivalent qualification. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.
- ENQUIRIES** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.
- POST 25/16** : **INTERNSHIP PROGRAMME: LEGAL SERVICES REF NO: LS4/2018/06 (X4 POSTS)**
12 month-contract
- SALARY** : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : LLB Law/ 3 Year degree/ National Diploma or a Degree in Law. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.
- ENQUIRIES** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns

are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

- POST 25/17** : **INTERNSHIP PROGRAMME: ICT REF NO: ICT7/2018/06 (X7 POSTS)**
12 month-contract
- SALARY** : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : National Diploma (Minimum 3 year qualification) in Information Technology, Technical support or support services. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.
- ENQUIRIES** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.
- POST 25/18** : **INTERNSHIP PROGRAMME: CLIENT RELATIONSHIP MANAGEMENT (X24 POSTS)**
12 month-contract
- SALARY** : R64 245.30 per annum
CENTRE : Eastern Cape: Port Elizabeth - Ref No: CRM EC 4/2018/06
Free State: Bloemfontein - Ref No: CRM Bloem 2/2018/06
Free State: Qwaqwa - Ref No: CRM Qwaqwa 2/2018/06
Gauteng: Walk-In-Centre Pretoria – Ref No: Gauteng WIC 2/2018/06
KwaZulu Natal: Durban – Ref No: CRM Durban 2/2018/06
KwaZulu Natal: Pietermaritzburg – Ref No: CRM PMB 2/2018/06
Mpumalanga: Nelspruit – Ref No: CRM MPU1/2018/06
Northern Cape: Kimberly - Ref No: CRM KMB 2/2018/06
North West: Mafikeng - Ref No: CRM MAF2/2018/06
North West: Rustenburg - Ref No: CRM RUS1/2018/06
Western Cape: Cape Town – Ref No: CRM WC2/2018/06
OSS and Registry: Pretoria Head Office – Ref No: CRM OSS/REGISTRY2/2018/06
- REQUIREMENTS** : National Diploma or B Degree in Public Administration. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.
- ENQUIRIES** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their

obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – www.gpaa.gov.za. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Placement in the organisation after the programme is not guaranteed.

POST 25/19 : **INTERNSHIP PROGRAMME: CALL CENTRE REF NO: CRM CC25/2018/06 (X25 POSTS)**
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : Minimum three (3) years National Diploma or a B Degree in Office Management or Business Management. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/20 : **INTERNSHIP PROGRAMME: HUMAN RESOURCES – LABOUR RELATIONS REF NO: HR LR2/2018/06 (X2 POSTS)**
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : Bachelor of Technology in Labour Relations Management/ Relevant three year degree or equivalent qualification in Human Resources, Labour Relations or Industrial Relations. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/21 : **INTERNSHIP PROGRAMME: HUMAN RESOURCES – RECRUITMENT REF NO: HR REC1/2018/06 (X1 POST)**
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office

- REQUIREMENTS** : B.Com Human Resources, BA Human Resources, National Diploma in Human Resources (360 credits), B Soc Sc, B Tech: Human Resources Management, BA Behavioural Sciences. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.
- ENQUIRIES NOTE** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
 : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.
- POST 25/22** : **INTERNSHIP PROGRAMME: HUMAN RESOURCES – ORGANISATIONAL DESIGN AND DEVELOPMENT REF NO: HR ODD2/2018/06 (X2 POSTS)**
 12 month-contract
- SALARY CENTRE REQUIREMENTS** : R64 245.30 per annum
 : Pretoria Office
 : National Diploma: Production Management, National Diploma: Management Services, National Diploma: Industrial Engineering and/or National Diploma: Organisational Development or B Tech/B Degree in above. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.
- ENQUIRIES NOTE** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
 : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.
- POST 25/23** : **INTERNSHIP PROGRAMME: MANAGEMENT INFORMATION SERVICES REF NO: MIS3/2018/06 (X3 POSTS)**
 12 month-contract
- SALARY CENTRE REQUIREMENTS** : R64 245.30 per annum
 : Pretoria Office
 : B Degree / National Diploma in Information Management or Statistics or Economics or Mathematics and Oracle SQL. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.
- ENQUIRIES NOTE** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
 : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office.

Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA's website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

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: Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.