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Government Employees Pension Ombud (GEPO): Admin Internships 2026 Latest Hiring

Description

We are seeking highly motivated individuals to join our team as Admin Interns. This internship offers an invaluable opportunity to gain practical experience in administrative tasks within a dynamic and essential organization. As an Admin Intern, you will work closely with our experienced staff to support various administrative functions crucial to the operations of GEPO.

Responsibilities

- Assist in managing and organizing administrative documents and records.
- Provide support in scheduling appointments, meetings, and events.
- Aid in handling incoming calls, emails, and inquiries from stakeholders.
- Assist in preparing reports, presentations, and other documents as required.
- Help maintain office supplies and inventory.
- Support staff with data entry and other clerical tasks.
- Contribute to the overall efficiency and effectiveness of administrative processes within GEPO.

Qualifications

- Currently enrolled in a Bachelor's degree program in Business Administration, Public Administration, or a related field.
- Strong organizational skills with attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work effectively both independently and as part of a team.
- Demonstrated reliability, professionalism, and a positive attitude.

Job Benefits

- Hands-on experience in a professional office environment.
- Opportunity to develop essential administrative skills and knowledge.
- Exposure to the operations of a specialized institution within the public sector.
- Mentorship and guidance from experienced professionals.
- Potential for future career opportunities within GEPO or related organizations.

Contacts

Interested candidates should submit a resume and cover letter outlining their qualifications and motivation for the position Via Email. Please include "Admin Intern Application – [Your Name]" in the subject line of your email.

Join us in making a difference in the lives of government employees by ensuring fair and effective pension dispute resolution. Apply now to become a part of the GEPO team!

Hiring organization
Government Employees Pension Ombud (GEPO)

Employment Type
Intern

Duration of employment
3 Months

Industry
Financial Services

Job Location
Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours
09

Date posted
October 29, 2025

Valid through
05.03.2028