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South African Social Security Agency (SASSA): Internships 2024-25

Description

The South African Social Security Agency (SASSA) is a government entity responsible for administering social grants on behalf of the Department of Social Development. SASSA ensures the provision of comprehensive social security services to eligible citizens to reduce poverty and promote social and economic development.

SASSA is offering an exciting internship opportunity for recent graduates who are passionate about contributing to social development and gaining valuable work experience. The internship program aims to provide hands-on experience in various aspects of social security administration, enhance professional skills, and prepare interns for future career opportunities.

Responsibilities

- Assist in the administration of social grants, including applications, assessments, and payments.
- Provide support in the management and maintenance of beneficiary records and data.
- Participate in outreach and community engagement activities to promote awareness of SASSA services.
- Assist in the development and implementation of policies and procedures to improve service delivery.
- Conduct research and analysis to support various projects and initiatives within SASSA.
- Collaborate with team members to ensure efficient and effective service delivery.
- Perform administrative tasks, including data entry, filing, and document management.

Qualifications

- Must be a South African citizen.
- Recent graduate with a National Diploma or Degree in Social Sciences, Public Administration, Information Technology, Finance, or related fields.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Willingness to travel and work in various locations as required.

Job Benefits

- Gain practical experience in social security administration.
- Enhance professional skills and knowledge.

Hiring organization

South African Social Security Agency

Employment Type

Intern

Duration of employment

3 Months

Industry

Information Technology & Services

Job Location

Nelspruit, Mpumalanga, South Africa, 1200, Nelspruit, Mpumalanga, South Africa

Working Hours

09

Date posted

November 2, 2024

Valid through

05.07.2028

- Receive mentorship and guidance from experienced professionals.
- Monthly stipend to cover living expenses.
- Opportunity to make a meaningful impact in the lives of South African citizens.

Contacts

Application Process: Interested candidates should submit the following documents:

- A detailed CV
- Certified copies of academic transcripts and qualifications
- A copy of their ID
- A motivational letter outlining their interest in the internship program and how they meet the requirements

How to Apply: Applications can be submitted online via the SASSA website or sent to the specified email address provided in the internship announcement. For more information, visit SASSA's official website or contact the HR department.