
28 July 2026

The Private Security Sector Provident Fund (PSSPF) is a compulsory provident fund for the security officers in South Africa, with over 250 000 active members and R18 billion assets under management. Applications are invited from dynamic individuals for the following challenging positions:

Position Title : **Interns to assist with Death Claims (X2)**
Department : **Administration**
Location : **Menlyn, Pretoria**
Job Type : **Full - time**
Duration : **3 – 6 Months Internship**
Salary Level : **R6 000.00 Per Month**
Closing Date : **07 August 2026**

Please email a copy of your comprehensive CV to **applications@psspfund.co.za**.

To view the full job details, please visit the official PSSPF website at **www.psspfund.co.za**.

1. JOB PURPOSE

The Interns will support the claims department in the administration and processing of Section 37C death claims. The intern will gain practical experience in claims assessment, customer service and document verification. This internship is designed to provide hands-on exposure to the death claims environment while developing professional and technical skills.

2. DUTIES AND RESPONSIBILITIES

- Assist in receiving, registering, and processing death claim applications.
- Verify claim documentation for completeness and accuracy.
- Capture and update claim information.
- Communicate with beneficiaries, clients, funeral service providers, and other stakeholders regarding outstanding documentation and claim status.
- Prepare claim files for assessment by Fund Officers.
- Assist with validating supporting documents against Fund requirements.
- Maintain accurate electronic and physical claim records.
- Support investigations into claims where additional information such as late estate account, is required.
- Ensure confidentiality of customer information and claim documentation.

Chairperson: Rodney Kekana
Principal Officer: Siphso Sidu

Trustees: Rodney Kekana, Eric Mabuyakhulu, Muziwenkosi Memela, Paul Nephawe, Richard Matlela, Adv. Bakwena Monyeke, Steven Gabasie, Sonette Lancaster, Itumeleng Serithi (Independent), Stella Seletse (Independent)

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- Escalate discrepancies or suspected fraudulent claims to the supervisor.
 - Assist with preparing claims reports and administrative statistics.
 - Participate in team meetings, training sessions, and continuous improvement initiatives.
 - Perform other administrative duties as assigned by the supervisor.

3. QUALIFICATIONS

- Matric – essential.
- Tertiary qualification (Finance, Administration, Risk Management) - advantageous
- Recent graduate or final year student seeking workplace experience.

4. KNOWLEDGE

- Understanding of the Pension Funds Act (including Sec.37C of the Act).
- Advanced knowledge of Microsoft Office applications (Word, Excel, Outlook).
- Basic understanding of customer service principles (including Treating Customers Fairly).
- Understanding of confidentiality and data protection practices is an advantage (including POPIA).

5. SKILLS AND COMPETENCIES

- Attention to detail.
- Excellent analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Good organisational and time management skills.
- Ability to work accurately under pressure.
- Professional integrity and discretion.
- Customer-focused attitude.
- Ability to work independently and as part of a team.
- Willingness to learn.

Equal Opportunity Statement: Private Security Sector Provident Fund is committed to providing equal employment opportunities and fostering an inclusive workplace. All qualified applicants will be considered without regard to race, gender, disability, religion, age, or any other protected characteristic.

Should you not hear from us two (2) weeks following the closing date, please consider your application unsuccessful.

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