



<https://www.internnerd.com/job/gbs-internship/>

## GBS Internship 2024/2025 For Project Administrator Graduate

### Description

The GBS Internship Programme for 2024/2025 offers recent graduates a valuable opportunity to advance their careers in project management. This initiative seeks to engage a dedicated Project Administrator Intern, providing essential administrative support to ensure the seamless execution of projects.

As a Project Administrator Intern, you will be integral to maintaining project efficiency by collaborating with project teams to manage schedules, documentation, and meetings. Your role will be pivotal in tracking project progress, facilitating stakeholder communication, and supporting comprehensive project planning from start to finish.

### Responsibilities

- Assist in project planning and scheduling to meet timely milestones.
- Develop and manage project documentation, including meeting minutes and reports.
- Coordinate and organize project meetings, including agenda setting and follow-ups.
- Communicate updates to stakeholders, ensuring alignment and clarity.
- Collaborate with teams to support task execution and resolve issues.
- Track performance, report on progress, and highlight any concerns.
- Manage administrative tasks such as scheduling and resource coordination.
- Monitor project expenses to maintain budget compliance.
- Identify risks and assist in implementing solutions.
- Participate in quality assurance to meet project deliverables.

### Qualifications

- Completion of Matric.
- Possession of a 3-Year National Diploma, Degree, or Honours in Project Management or a related field from a public tertiary institution.
- Proficiency in Microsoft Office is required.
- Design capabilities (Adobe InDesign/Photoshop/Illustrator, Canva) are beneficial.
- Must be a South African citizen aged 18-35.
- Residence in or around KwaZulu-Natal.
- Currently unemployed and not enrolled in another internship or learnership program.
- No prior internship experience with SETA or Government.

### Job Benefits

This 12-month paid internship provides hands-on experience in a dynamic team environment. Participants will have the opportunity to acquire practical skills in project management, enhancing their employability and professional growth.

### How To Apply?

**Hiring organization**  
GBS

**Employment Type**  
Intern

**Duration of employment**  
12 months

**Industry**  
Financial Services Internships

**Job Location**  
Durban, KwaZulu-Natal, South Africa, 4000, Durban, KwaZulu-Natal, South Africa

**Working Hours**  
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**Date posted**  
December 1, 2024

**Valid through**  
31.12.2026

To apply, candidates must submit the following documents:

- Certified copy of ID and Grade 12 certificate.
- Certified copy of Qualification Degree or Diploma from a Public Tertiary Institution.
- Updated CV with contact information.

Applicants who meet the specified criteria are encouraged to apply and embark on their project management career journey. We are committed to providing equal opportunities to all candidates from diverse backgrounds. If you do not receive a response within 14 working days, please consider your application unsuccessful. We wish you success in your future endeavors.