https://internforza.online/job/metropolitan-life-administrator-learnership-initiative/

Metropolitan Life Administrator Learnership Initiative | Jobs in South Africa

Hiring organization
Metropolitan Life

Employment Type
Intern

Duration of employment
12-months

Industry
Insurance

Job Location
South Africa, South Africa

Working Hours
09

Date posted
February 21, 2025

Valid through
February 21, 2026

Programme Overview

The Administrator Learnership Programme 2025 is designed to equip learners with essential administrative and business skills, fostering professional growth and enhancing employment opportunities. Participants will engage in classroom training, practical on-the-job learning, and assessments to develop a strong foundation for a successful career.

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Key Responsibilities

- Actively participate in classroom sessions and hands-on workplace training
- Gain in-depth knowledge of Metropolitan Life's products, policies, and procedures
- Maintain and submit a portfolio of evidence for SETA accreditation
- Keep detailed logbooks for work-based learning and practical experience tracking
- Successfully complete formative and summative assessments as per programme requirements
- Utilize company systems and digital tools effectively for daily administrative tasks

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Eligibility & Requirements

To qualify, candidates must meet the following criteria:

- Matric (NQF 4) qualification
- Mathematics or Mathematical Literacy (minimum 40%)
- English and another South African language (minimum 40%)
- Proficiency in computer applications and digital tools
- Strong communication (written & verbal) skills
- Excellent customer service, data entry, time management, and attention to detail

Why Join Metropolitan Life?

- Gain valuable workplace experience in a leading financial services company
- Receive structured training and mentorship
- Improve your employment prospects with an accredited qualification
- Work in a supportive and professional environment

How to Apply?

If you meet the eligibility criteria and are eager to join Metropolitan Life's Administrator Learnership Programme 2025, follow these steps:

Prepare Your Application:

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- Updated CV (include contact details, education, and relevant skills)
- Certified copy of your ID
- Certified copy of your Matric certificate

Submit Your Application:

- Email your application
- Use the subject line: “Metropolitan Life Learnership 2025 – Administrator”

Application Deadline:

- Ensure your application is submitted before deadline

What Happens Next?

- Shortlisted candidates will be contacted for interviews
- Final selections will be made, and successful applicants will be notified