



**human settlements**

Department:  
Human Settlements  
REPUBLIC OF SOUTH AFRICA



## **Social Housing Regulatory Authority**

32 Princess of Wales Terrace, Parktown, 2193

### **APPLICATIONS FOR SHRA INTERNSHIP PROGRAMME**

The Social Housing Regulatory Authority (SHRA) is a schedule 3A public entity of the Department of Human Settlements established in terms of the Public Finance Management Act, No. 1 of 1999 (PFMA), with the mandate to provide rental social housing for low to medium income earners as per the Social Housing Act, No 16 of 2008.

The SHRA wishes to invite applications for the Internship opportunities which are aimed at providing unemployed young graduates below the age of 35 with workplace experience. The young graduate programme is a two-year programme aimed towards providing experience to young graduates focused on taking young graduates from various Universities and the University of Technology. This opportunity is open to South African citizens.

### **APPLICATION PROCESS FOR INTERNSHIP**

Applicants must take note of the following requirements:

1. Applications must be submitted on the SHRA application form available from <https://www.shra.org.za> which must be accompanied by certified copies of the Identity Document, relevant qualifications, a CV and proof of residential address.
2. Applications without the above will not be considered.
3. Candidates automatically consent to qualifications and criminal background checks, including employment, credit, company ownership directorship and reference checks by submitting their applications.
4. SHRA reserves the right to or not to make appointments. If no response is received from SHRA within 60 days after the closing date, it must be presumed that your application wasn't successful. Correspondence regarding the advertised will be limited to successful candidates only.
5. Applications must be submitted to [recruitment@shra.org.za](mailto:recruitment@shra.org.za) on or before 17 May 2025. Late applications will not be considered.

## 1. INTERNSHIP: SUPPLY CHAIN MANAGEMENT INTERN X1

|  |                     |  |              |  |  |
|--|---------------------|--|--------------|--|--|
| a) Position  | Supply Chian Intern | b) Department / Unit   | Supply Chain |  |  |
| c) Reporting Position  | SCM Manager         | d) Location  | Johannesburg |  |  |
| e) Key Learning Areas  |                     | f) Requirements  |              |  |  |
| <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Contract management</li> <li>• Compliance with the PFMA, PPPFA, BBBEE, Corporate Governance and SCM Regulations</li> <li>• Evaluating tenders (RFQ, RFP, RFB)</li> <li>• Assist with processing purchase orders and ensuring that all steps are followed for a smooth order-to-delivery cycle.</li> <li>• Keep track of contracts, invoices, purchase orders, and other relevant documents.</li> <li>• Provide support in resolving any supply chain-related issues that affect External or in internal stakeholders</li> <li>• support document management by ensuring all paperwork is up to date and stored in accordance with ISO Standards.</li> <li>• General administrative support</li> </ul> |                     | <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A grade 12 or matric certificate</li> <li>• National Diploma or equivalent at a NQF 6 level in Supply Chain Management or Logistics/Purchasing Management or equivalent.</li> <li>• A Bachelor's degree or an equivalent NQF Level 7 qualification in above-mentioned fields will be an added advantage.</li> </ul> |              |  |  |
| <p><b>Competencies: Knowledge, Skills, Attributes</b></p> <p>The candidate must possess the following:</p> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills;</li> <li>• An understanding of legislation and developments pertaining to Supply Chain Management in the public sector;</li> <li>• Ability to work under pressure;</li> <li>• A proactive attitude</li> <li>• Ability to pay attention to detail</li> <li>• Proficiency in MS Office Packages</li> </ul>  |                     |  |              |  |  |
| g) Stipend   | R10 500.00          |  |              |  |  |
| h) Experience  | None                |  |              |  |  |
| i) Duration  | 24 months           |  |              |  |  |