human settlements
Department:
Human Settlements
REPUBLIC OF SOUTH AFRICA

SHRA
SOCIAL HOUSING REGULATORY AUTHORITY

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 on or before 07 September 2025. Late applications will not be considered.

1. INTERNSHIP: SUPPLY CHAIN MANAGEMENT INTERN X1

a) Position	Supply Chain Intern	b) Department / Unit	Supply Chain Management
c) Reporting Position	SCM Manager	d) Location	Johannesburg
e) Key Learning Areas		f) Requirements	
Key Responsibilities: • Contract management • Compliance with the PFMA, PPPFA, BBBEE, Corporate Governance and SCM Regulations • Evaluating tenders (RFQ, RFP, RFB) • Assist with processing purchase orders and ensuring that all steps are followed for a smooth order-to-delivery cycle. • Keep track of contracts, invoices, purchase orders, and other relevant documents. • Provide support in resolving any supply chain-related issues that affect External or in internal stakeholders • support document management by ensuring all paperwork is up to date and stored in accordance with ISO Standards. • General administrative support **Competencies: Knowledge, Skills, Attributes** The candidate must possess the following: • Good communication and interpersonal skills; • An understanding of legislation and developments pertaining to Supply Chain Management in the public sector; • Ability to work under pressure; • A proactive attitude • Ability to pay attention to detail • Proficiency in MS Office Packages		Qualifications: • A grade 12 or matric certificate • National Diploma or equivalent at a NQF 6 level in Supply Chain Management or Logistics/Purchasing Management or equivalent. • A Bachelor's degree or an equivalent NQF Level 7 qualification in above-mentioned fields will be an added advantage.	
g) Stipend		R11,172.49	
h) Experience		None	
i) Duration		24 months	

2. Sector Development and Transformation Intern

j) Position	SD&T project support Intern	k) Department / Unit	Sector Development & Transformation
l) Reporting Position	SD&T Specialist	m) Location	Johannesburg
n) Key Learning Areas		o) Requirements	
Key Responsibilities: • Coordinating the overall program, including client and participant engagement to guarantee the achievement of annual targets and milestones; • Preparing the project application and aligning the scope of works • Develop annual intervention and support plans, oversee their execution, and consult program participants. • Offer participants in the program technical assistance as needed to advance projects from the conceptual stage to project approval and, if necessary, tenanting. Included are Project Packaging for Grant Submission, Project Packaging for Debt funding, developing Terms of Reference when specialized consultants are needed to advance the projects, and preparing quarterly project progress reports and annual close-out projects. • Evaluating the suitability of potential developments for social housing. • Willing to travel around South Africa when required. • Assist with grant agreements facilitation **Competencies: Knowledge, Skills, Attributes** The candidate must possess the following:		Qualifications: • A grade 12 or matric certificate • National Diploma or equivalent at a NQF 6/ NQF level 7 in the following fields: Built Environment/ Business Management.	

• Good communication and interpersonal skills; • An understanding of legislation and frameworks pertaining to social housing • Ability to work under pressure; • A proactive attitude • Ability to pay attention to detail • Proficiency in MS Office Packages	
p) Stipend	R11,172.49
q) Experience	None
r) Duration	24 months

3. Legal Intern x 2 positions

s) Position	Legal Intern	t) Department / Unit	Legal
u) Reporting Position	Legal Manager	v) Location	Johannesburg

w) Key Learning Areas	x) Requirements
Key Responsibilities: • Acquire litigation skills through assisting with litigation on behalf of SHRA to achieve the desired optimal outcome by (i) researching, investigating, and gathering evidence in respect of all litigation matters, (ii) engaging and providing instructions to legal service providers and (iii) obtaining or providing expert legal opinion and input where required to improve the SHRA litigation outcomes. • Report on litigation matters by tracking progress and reporting as per defined standards and within agreed deadlines. • Acquire correspondence, document and contract drafting skills through drafting of correspondence (emails, letters et.), documents and contracts in line with defined standards and requirements and submitting for final approval by agreed deadline. • Prepare the first draft of any required correspondence (email or letter) within the required timeframe and submit to the Legal Manager and/or Officer for vetting and sign off before sending to the intended recipient. • Conduct first review of contracts and/or documents whether required internally or received from external parties by (i) evaluating contracts or documents, making notes and comments and submitting for final review within the required timelines. • Coordinate the distribution and delivery of amended and/or approved contracts or documents by identifying required recipients and coordinating delivery within the required timelines. • Overseeing and facilitating the proper execution of the contracts and/or the signoff of the documents and ensuring proper and safe	Qualifications: • A grade 12 or matric certificate • LLB Degree or equivalent • Required computer literacy

storage of the original signed contracts or documents and/or the signed copies. • Assist with developing communication or education on relevant new or changing legal information that affects or impacts SHRA by (i) reviewing case law, legal decisions and prescripts, policies etc., (ii) identifying relevant information, drafting a summary of the new information and distributing once approved as required. **Competencies: Knowledge, Skills, Attributes** The candidate must possess the following: • Good communication and interpersonal skills; • Environmental awareness • Team player • Ethics and integrity • Planning and organising • An understanding of legislation and developments pertaining to Supply Chain Management in the public sector; • Ability to work under pressure; • A proactive attitude • Ability to pay attention to detail, creative thinking • Proficiency in MS Office Packages	
y) Stipend	R11,172.49
z) Experience	None
aa) Duration	24 months