



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 which is available for downloading on the SHRA website <https://www.shra.org.za/vacancies/> accompanied by certified copies of the Identity Document, relevant qualifications, a CV and proof of residential address. Please don't send pictures.
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 30 January 2026. Late applications will not be considered.

1. INTERNSHIP: X2 Project Management Quantity Surveyor Intern

a) Position	Quantity Surveyor/ Project Management (Site Verification)	b) Department / Unit	Buhlebezwe Property NPC
c) Reporting Position	Manager	d) Location	Hospital Street Social Housing- Newcastle
e) Key Learning Areas	f) Requirements		
Site Measurement & Verification •Conduct regular site inspections to measure and verify construction works completed. •Ensure that all work claimed by the contractor is physically executed, visible, and measurable on site. •Compare site progress against approved drawings, specifications, and Bills of Quantities (BoQ). •Maintain accurate site measurement records, photographs, and progress logs. 2. Payment Application & Invoice Verification •Review and verify contractor payment applications and invoices against actual work completed on site. •Confirm quantities, rates, and values claimed are correct and contractually compliant. •Identify and report overclaims, discrepancies, or unexecuted work included in invoices. 3. Cost Control & Monitoring •Assist in monitoring project costs against the approved budget and cash flow. •Track variations, dayworks, and additional works, ensuring they are properly instructed, measured, and recorded. 4. Site Coordination & Reporting		Qualifications • Grade 12 • NQF7 Degree in Quantity Surveying/ BSc Construction Required Skills and Competencies • The Strong understanding of construction measurement and valuation principles • Ability to interpret drawings, BoQs, and specifications • High attention to detail and strong site observation skills • Knowledge of standard construction contracts • Good communication and reporting skills • Proficiency in basic measurement and reporting tools (Excel, measurement sheets, site reports).	

•Attend site meetings and provide input on progress, quantities, and financial status. •Liaise with contractors, consultants, and site management on measurement and valuation matters. •Prepare site verification reports, including photographs and measurement sheets, for submission to the QS/PM. 5. Compliance & Documentation •Ensure all works claimed comply with contract conditions, quality standards, and statutory requirements. •Support audits and inspections by providing clear evidence that payments are based on actual work completed.	
g) Stipend	R11 175.00
h) Experience	None
i) Duration	24 months

2. INTERNSHIP: X 1 Collections Administrator Intern

a) Position	Collections Administrator	b) Department / Unit	Rentals
c) Reporting Position	Rental/ Tenant Manager	d) Location	Durban
e) Key Learning Areas	f) Requirements		
• Administration • Debtors control • Letting Administration • Legal Administration • To prepare rental accounts and statements and to undertake rent collection; • Rent deposit administration • Rent payments arrangements • Rent billing • Rent collection and credit control • Opening and closing of rental accounts • Rent roll and reporting • Bookkeeping • General functions	• Grade 12 certificate • NQF 6/7 – Degree in Accounting, Economics, Financial Management • Grade 12 • Qualifications and Experience • A minimum of a diploma in accounting is required • Knowledge of Rental management. • Knowledge of Bookkeeping experience is essential. • Knowledge of credit control is essential. • Computer literacy is essential		
g) Stipend	R 11 175.00		
h) Experience Required	None		
i) Duration	24 onths		

3. INTERNSHIP: X 2 SOCIAL WORK/ COMMUNITY DEVELOPMENT

4. Position	Community Development Intern	5. Department / Unit	Community Development
6. Reporting Position	Community Development Manager	7. Location	Imizi Housing Head Office- Port Elizabeth
8. Key Responsibilities		9. Requirements	
Case Management: • Conduct assessments to identify residents' social, emotional, and economic needs. • Develop individualised care plans and intervention strategies based on assessment findings. • Provide ongoing case management and support to residents facing challenges. • Detail, log and give regular feedback on cases to the Community Development Manager. Community Outreach and Engagement: • Build and maintain relationships with residents to promote community engagement and participation. • Collaborate with local community organizations, service providers, and agencies to enhance resources and support for residents. • Organize and facilitate community events, workshops, and support groups to address social issues and promote social cohesion. Crisis Intervention: • Respond to crisis situations promptly and effectively, providing emotional support and connecting residents with appropriate resources. • Collaborate with emergency services and other agencies to address urgent needs within the social housing development. Advocacy:		Qualifications / Knowledge (including most relevant field of study) • Matric and • The following Qualifications: Bachelors Degree in Social Work or/ Social Sciences in Community Development • Knowledge of housing issues, community resources, and social services. • • Excellent communication, Administrative, interpersonal, and organizational skills. Skills and Abilities: • Empathy and cultural competence. • Ability to work independently and as part of a multidisciplinary team. • Strong problem-solving and crisis intervention skills. • Proficient in Microsoft Office.	

•Collaborate with stakeholders to address systemic issues affecting residents, such as policy advocacy for affordable housing and improved community services. Educational Support: •Assist residents in accessing educational resources and opportunities, including school enrolment, tutoring services, and vocational training. Documentation and Reporting: •Maintain accurate and confidential client records in accordance with established policies and procedures. •Generate reports on program activities, outcomes, and trends to inform decision-making and program improvement. Giving Feedback to Des at team meetings. • Be available for out-of-hours emergency interven	
10. Stipend	R 11 175.00
11. Experience Required	N/A
12. Duration	24 months

4. INTERNSHIP: X1 LEASING ADMINISTRATOR

13. Position	Collections and Leasing Administrator	14. Department / Unit	First Metro Housing Co
15. Reporting Position	Rental and Tenant Manager	16. Location	Durban
17. Key Learning Areas		18. Requirements	
• Reporting and administration • Leasing process • Rental collections • Tenant Management • General and Ad hoc		Qualifications Required • Matric • Bachelor's Degree	
19. Stipend		R 11 175.00	
20. Experience Required		None	
21. Duration		24 months	

6. INTERNSHIP: X1 TENANT LIASON OFFICER INTERN

22. Position	Tenant Liaison Officer	23. Department / Unit	SOHCO
24. Reporting Position	Administrator Manager	25. Location	East London Office
26. Key Learning Areas		27. Requirements	
• To ensure that all units are let and that there is adherence to the lease agreement, regularisation of tenancies, tenant communication, administration of tenant complaints and tenant exit • Market research and marketing of units • Unit application administration • Waiting list management • Screening of applicants • Selection of tenants and allocation of units • Lease agreement administration • Tenant communication & liaison • Complaints and dispute resolution administration • Support tenant empowerment programmes • Support tenant satisfaction survey initiatives • Tenant exit		Qualifications • Social sciences degree with leasing, tenant and property management • communication • Housing Sector Legislation • • Lease Agreement Management (Basic) • Customer service skills • Social facilitation skills • Interpersonal relations skills	
28. Stipend		R11 175.00	
29. Experience Required		None	
30. Duration		24 months	

7. INTERNSHIP: X1 PROJECT ADMINISTRATOR

31. Position	Project Administrator	32. Department / Unit	Project Development
33. Reporting Position	Project Manager	34. Location	FMHC Head office, Durban
35. Job Purpose	To ensure effective property/ project administration of FMHC portfolio of projects, tenant repairs and maintenance is completed in required time lies, capturing project information accurately onto the MDA property systems		
36. Key Learning Areas		37. Requirements/ Competencies	
○ The intern will be responsible for: • checking and verifying tenanting lists and reporting. • tracking unit completion on projects and reporting thereof. • monitoring project reporting. • extracting certain information from monthly project reports to reflect trends, • checking and verifying quarterly evidence and • administration and filing of files		Qualifications • Matric • Degree in the Built Environment (Quantity Surveying/Engineering (Civil/Elec)/Construction Management) or • Project Management qualification • MS Office (Excel, Word, Outlook, MS Projects or similar) • Adapt and learn quickly • Adjust to developing trends • Work well in a team • Effective time management • Conflict Management, • Project management, and coordination skills. • Innovative and proactive • Interpersonal skills	
38. Monthly Stipend		R11 175.00	
39. Experience Required		None	
40. Duration		24 Months	