



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

JOB DETAILS

JOB TITLE: Legal Intern
DEPARTMENT: General Management

PRIMARY PURPOSE OF THE JOB:

To assist the Legal Officer with Legal administration as part of the SHRA Internship Programme.

KEY LEARNING AREAS

1. Legal Administration

KEY LEARNING AREAS

Note : SHRA may instruct the Intern at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

SHRA may instruct the Intern to work outside the Head office (Sunny Side Office Park, Parktown)

Key:

Key Learning Area (KLA): What their area of learning includes

Job Activities: How they will go about implementing the KLA

Key Learning Area (KLA)	Job Activities
1. Legal Administration	<ul style="list-style-type: none"> Prepare documentation for contracts, transactions, or regulatory compliance. Prepare and process legal documents and papers to support legal proceedings such as summonses and evictions. Preparing schedules. Record information about legal matters. Collate Rental Housing Tribunal information. Request documentation for legal processes from relevant stakeholders. Prepare business correspondence. Record information from meetings or other formal proceedings. Mail or arrange for delivery of legal correspondence to clients. Organize and maintain documents. Research legal cases. Research documents for legal issues. Produce meeting documents.

Key Learning Area (KLA)	Job Activities
	<ul style="list-style-type: none"><li data-bbox="794 210 1385 271">• Facilitate information exchange with legal service providers.

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Matric.

LLB degree

Experience in Legal Practice example Law Clinic , Legal Aid, articles

LANGUAGE SKILLS:

Level 3 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

NUMERICAL SKILLS:

Level 2 - Basic Skills: Analytical skills, including the ability to clearly link financial results to operation performance drivers, generate alternatives and drive positive change.

REASONING ABILITY:

Level 2 - Basic Skills: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized or more complex situations. Ability to research and present findings in written form.

PROFESSIONAL REGISTRATIONS:

None.

LICENCES:

None.

COMPUTER SKILL:

Computer literacy with regard to the use of Excel, Word, PowerPoint and Outlook.

Basic Financial modelling, Excel and Powerpoint proficiency.

WORK ENVIRONMENT:

This is an office-based work environment.

Note: SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to legalintern@pcpconsultancy.co.za.

Please ensure that you use the reference (REF: LEGAL INTERNSHIP in the subject line. The closing date for applying is 22 July 2026.
