



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: PDI Learner
DEPARTMENT: Property Development and Investment (PDI)
LOCATION:

PRIMARY PURPOSE OF THE JOB:

To assist the department as part of the SHRA Internship programme.

KEY LEARNING AREAS

- 1. Project Support**
 - 2. Communication and Collaboration**
 - 3. Administrative Support**
 - 4. Problem Solving and Initiative**
 - 5. Learning and Development**
 - 6. Adherence to Deadlines and Quality Standards**
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KEY LEARNING AREAS

Note: The following list of Key Learning Areas and job activities are not exhaustive. 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.

Key:

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

Job Activities: How they will go about implementing the KLA

Key Performance Area (KPA)	Job Activities
1. Project Support:	<ul style="list-style-type: none"> • Assist project managers in proposal preparation, document review, meeting coordination, and stakeholder communication. • Support project progress through efficient project management tasks. • Conduct research on potential development sites, including market analysis, zoning regulations, and feasibility studies. • Assist with the preparation of project proposals, presentations, and financial models. • Support project managers in coordinating meetings, site visits, and communication with stakeholders. • Assist in the preparation and review of construction documents, permits, and other relevant documentation. • Collaborate with architects, engineers, and contractors to ensure project specifications are met. • Assist in monitoring project progress, budgets, and timelines, reporting any deviations or issues to the project team. • Participate in site inspections and walkthroughs to assess project status and identify areas for improvement.
2. Communication and Collaboration	<ul style="list-style-type: none"> • Communicate effectively within the team and with external stakeholders. • Build positive relationships with architects, engineers, contractors, and regulatory agencies.
3. Administrative Support	<ul style="list-style-type: none"> • Provide administrative support by organising files, maintaining databases, handling correspondence, and completing other tasks as required. • Demonstrate attention to detail, organisational skills, and ability to manage multiple tasks. • Support the preparation of project budgets, cost estimates, and financial projections, ensuring accuracy and completeness. • Assist in negotiating contracts and agreements with vendors, subcontractors, and other project stakeholders.
4. Problem Solving and Initiative	<ul style="list-style-type: none"> • Identify and address project-related issues proactively. • Propose solutions and take ownership of tasks to contribute to project success. • Support the resolution of project-related issues and conflicts, working collaboratively with the project team to find solutions. • Support the development and implementation of marketing and branding strategies for new projects.
5. Learning and Development	<ul style="list-style-type: none"> • Demonstrate progress and development throughout the learnership.

Key Performance Area (KPA)	Job Activities
	<ul style="list-style-type: none"> • Assist in conducting due diligence activities for potential development sites, including site inspections, environmental assessments, and title reviews. • Assist in monitoring industry trends, market conditions, and regulatory changes relevant to property development, providing insights and recommendations to the team. • Support the implementation of sustainable design and construction practices, contributing to the company's commitment to environmental responsibility.
6. Adherence to Deadlines and Quality Standards	<ul style="list-style-type: none"> • Prioritise tasks, manage time effectively, and deliver accurate and thorough results. • Maintain high-quality standards and meet deadlines consistently.

The preceding job description has been designed to indicate the general nature and level of work performed by learners. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of learners assigned to this job.

EDUCATION and/or EXPERIENCE

Degree or Diploma in Quantity Surveying

The following experience is required:

- Built Environment with technical construction (Advantageous)
- Estimating Ability
- Strong Excel and Word Ability

LANGUAGE SKILLS:

Level 4 - Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals

COMPUTER SKILL:

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

WORK ENVIRONMENT:

The role is a hybrid between office and remote work.

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 pdi@pcpconsultancy.co.za. **Please ensure that you use the reference (REF: PDI INTERNSHIP in the subject line.** The closing date for applying is 22 July 2026.
