



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 following two-year Internship opportunities which are aimed at providing unemployed young graduates below the age of 35 with workplace experience in the following field

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 Technologies. 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 on the SHRA website to download on vacancies (<https://www.shra.org.za/vacancies/>) to be accompanied by certified copies of the Identity Document, qualifications, a comprehensive CV and proof of residential address. Please don't send pictures. Only documents, in any format, will be accepted.
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 virtue of submitting their applications.
4. SHRA reserves the right to or not to make appointments. If no response is received from SHRA within 90 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 hrintern@pcpconsultancy.co.za on or before **05 October 2026**. Late applications will not be considered.

INTERNSHIP: HR Intern

a) Position	HR Intern	b) Department / Unit	Human Resources
c) Reporting Position	Human Resources Manager	d) Location	Johannesburg Parktown
e) Key Learning Areas		f) Requirements	
Key Responsibilities: • Provide administrative support to the Human Resources function and assist with the day-to-day activities of the HR department. • Assist with recruitment and selection processes. • Assist with onboarding and offboarding processes and ensure that relevant employee documentation is maintained. • Maintain and update employee records and HR information in accordance with organisational policies and procedures. • Assist with leave administration and other employee-related records. • Support the preparation of HR reports, correspondence, presentations and other HR related documentation. • Assist with the coordination and administration of employee wellness, training and development initiatives. • Provide support with HR queries and general employee administration. • Assist with the maintenance of confidential personnel files and ensure that records are properly maintained and audit ready. • Assist with HR projects, events and initiatives as required. • Gain practical exposure to HR policies, procedures and applicable employment legislation. • Perform general administrative duties within the HR function as required. • Continuously develop professional knowledge and skills within the Human Resources field. • Assist with ad hoc HR audits and related compliance activities.		Qualifications: • A recognised three-year Bachelor's Degree/National Diploma (NQF 6/7) in Human Resources Management, Human Resource Development, Industrial Psychology, Labour Relations or a related qualification. • Computer literacy, particularly Microsoft Office. • Good written and verbal communication skills. • Strong administrative and organisational skills. • Good attention to detail. • Ability to maintain confidentiality and handle sensitive information. • Willingness to learn and develop within the Human Resources environment. • Resilience and the ability to work effectively under pressure and handle challenging situations professionally. • Demonstrated understanding of the importance of confidentiality and the ability to handle sensitive information with the highest level of discretion.	

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 hrintern@pcpconsultancy.co.za

Please ensure that you use the reference (REF: HR INTERN) in the subject line. The closing date for applying is **05 October2026**

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