



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 advertisement will be limited to successful candidates only.
5. Applications must be submitted to regulationsofficerintern@pcpconsultancy.co.za on or before **12 October 2026**.
Late applications will not be considered.

JOB DESCRIPTION

1. POSITION TITLE	Regulations Officer Intern
2. DEPARTMENT	Compliance, Accreditation and Regulations
3. REPORTING TO	Regulations Manager and Legal Officer
4. GRADE LEVEL	
5. LOCATION / CENTRE	Johannesburg

GENERIC INFORMATION

JOB DETAILS

Purpose

The main purpose of the Regulations Officer Intern is to assist the Regulations Manager and Legal Officer to manage the Regulations Function and to ensure that regulated institutions comply with the Social Housing Act ("the Act") and the Regulations thereto. The Regulations Officer Intern will be trained in the regulations processes to ensure that accredited SHIs, delivery agents and sector stakeholders comply with the Act and Regulations. This includes enforcement and litigation.

Key Performance Areas	Activities
Enforcement Legal Support	- Assist in the regulation, enforcement and monitoring of activities as mandated by the Social Housing Act No. 16 of 2008 and the Regulations thereto. - Assist the Regulations Unit in providing legal advice on SHRA regulatory compliance and enforcement and in presenting findings and legal recommendations as required. - Assist in providing legal support in enforcement engagements undertaken by Regulations Unit by managing assigned cases, making recommendations and compiling agreed recourse documentation on conclusion of engagements as required. - Assist with review and update of legal approaches and enforcement tools continuously. - Conduct inspections and investigations related to Social Housing Act 16 of 2008 (and Its Regulations) contraventions.
Litigation	- Assist to Litigate on behalf of SHRA to achieve the desired optimal outcome by investigating and gathering evidence on litigation matters, providing opinions, obtaining expert legal opinions and input when required to contribute to and/or improve the SHRA litigation outcomes. - Assist in preparing the associated case material for the litigation processes in collaboration with the sourced Legal Representatives. - Assist the sourced Legal Representatives in litigation matters and provide support to ensure the best outcomes and the protections of the interests of the SHRA - Assist in reporing on litigation matters by tracking progress and reporting as per standards and within agreed deadlines.

Legal Drafting	• Assist in drafting, compiling and/or reviewing legal documentation, including contracts, related to the SHRA CAR Department. • Assist in drafting administrative enforcement documents which includes, amongst others, Notices in terms of Social Housing Act 16 of 2008, letters and all correspondence related to the SHRA CAR Department.
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	Activities
Contract Management Represent SHRA	Assist in conducting first review of contracts received from internal and external parties by evaluating contracts, making notes and comments on contracts and submitting for final review within the requested timeframe.
	Assist in coordinating the distribution and delivery of approved and amended contracts by identifying required recipients and coordinating delivery within deadlines.
	Assist in tracking the delivery of the contracted deliverables, standards, and budgetary allocations.
	Assist the Regulations Unit in identifying representation requests and analyse to determine the nature and extent of the representation.
	Assist the Regulations Unit in conducting research to ensure all relevant aspects are considered and known for representation.
	Represent the SHRA at the appropriate forums.
	Compile and distribute a report on the outcomes of the representation to ensure that all relevant role players are informed of possible actions required.
	Attend or respond to complaints received by SHRA with regards to non-compliance with Social Housing legislation
REQUIREMENTS	
Qualifications/Knowledge (including most relevant field of study) • Grade 12; • Recognized Degree an NQF Level 8 qualification in the Legal Discipline (LLB), (B Proc) or (BCom Law); • Valid drivers' license (will be an advantage) and must be willing to travel; and • MS Office (Excel, Word, PowerPoint).	Experience • Experience in a corporate legal environment will be an advantage. • Regulatory experience will be an advantage.

COMPETENCIES AND ATTRIBUTES

Legal drafting, Legal reports, Legal research

Legislative Awareness and Expertise

Regulatory Enforcement

Risk Mitigation and Management

Analytical Thinking

Assertiveness

Communication –Verbal

Communication –Written

Professionalism

Attention to detail

Honesty and Integrity

Excellent team player

***Able to work well under pressure Able
to influence desired outcomes***

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