



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 to be accessed from the website link <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.

Applications must be submitted to pdfadminintern@pcpconsultancy.co.za on or before 20 October 2026. Late applications will not be considered.

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 Management Act.

INTERNSHIP: PDF Administrator Intern

a) Position	PDF Administrator Intern	b) Department / Unit	Project Development and Funding Programme
c) Reporting Position		d) Location	Johannesburg, Gauteng
e) Key Learning Areas		f) Requirements	
Job Purpose: To assist the Project Development and Funding Programme with administrative support as part of the SHRA Internship Programme. Key Learning Areas: • Project Planning, Coordination and Support • Communication and Collaboration • General Administration and Support • Problem Solving and Initiative • Learning and Development • Adherence to Deadlines and Quality Standards Key Responsibilities: <i>Project Planning, Coordination and Support</i> • Assist with the planning, coordination and tracking of pipeline project assessments and project-related queries. • Assist with the planning and coordination of Project Application Committee and Technical Evaluation Committee meetings. • Support the Project Officer with committee submissions, document reviews, meeting coordination and stakeholder communication. • Assist with drafting communications to grant applicants and recipients.		Qualifications: • Diploma in Secretarial Business Administration or equivalent qualification. Skills and Experience: • Strong planning and organisational skills. • Proficiency in MS Office Suite, particularly Excel and Word. • Office organisation skills. • Professional conduct. • Strong written and verbal communication skills. • Typing speed of 60+ words per minute. Computer Literacy: • MS Office Suite/365, including Excel, Word, PowerPoint, Outlook, Teams and Zoom. Language Skills: Level 4 – Ability to read, analyse and interpret general business periodicals, professional journals, technical procedures and governmental regulations, as well as prepare business reports, correspondence and procedure manuals. Work Environment: • Full-time, office-based position. • Own transport is required.	

- Assist with the planning and coordination of contracts and onboarding of successful projects.
- Create, manage and electronically file project and contract-related documents.

Communication and Collaboration

- Communicate effectively with internal teams and external stakeholders.
- Build and maintain positive relationships with grant recipients.

General Administration and Support

- Provide administrative support to the Project Officer, including organising files, developing templates, maintaining databases and handling correspondence.
- Support quarterly reporting and preparation of portfolios of evidence as required.
- Provide daily administrative support to the Project Development and Funding Unit, including meeting and venue coordination.
- Prepare meeting documentation packs and provide meeting administration support.
- Maintain accurate and confidential records and documents within required timelines and standards.
- Create, track, monitor and maintain registers of Project Development and Funding Programme documents.

Problem Solving and Initiative

- Identify and address programme-related issues proactively.
- Propose solutions and take ownership of assigned tasks to improve programme efficiencies.
- Support the resolution of project-related issues and conflicts in collaboration with the project team.

Learning and Development

• Demonstrate continuous learning and development throughout the internship. • Assist with 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. • Support sustainable design and construction practices. <i>Adherence to Deadlines and Quality Standards</i> • Prioritise tasks, manage time effectively and deliver accurate and thorough work. • Maintain high-quality standards and consistently meet deadlines.	
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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 shortlisted applicants only. To apply for the above position, please forward a relevant CV to pdfadminintern@pcpconsultancy.co.za

Please ensure that you use the reference (REF: PDF ADMIN INTERNSHIP) in the subject line. The closing date for applications is 20 October 2026