human settlements
Department:
Human Settlements
REPUBLIC OF SOUTH AFRICA

SHRA
SOCIAL HOUSING REGULATORY AUTHORITY

Social Housing Regulatory Authority

32 Princess of Wales Terrace, Parktown, 2193

APPLICATIONS FOR SHRA TEMP LEGAL OFFICER

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 Temp Legal Officer position. This opportunity is open to all South African citizens on a 12 months fixed term contract.

APPLICATION PROCESS FOR THE TEMP LEGAL OFFICER

Applicants must take note of the following requirements:

1. Applications must be submitted on the SHRA application form which is available for downloading on the SHRA website 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.
5. Applications must be submitted to response4@multilead.co.za on or before 09 December 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

TEMP LEGAL OFFICER

(Reporting to the Legal Manager)

Parktown, Gauteng

GENERIC INFORMATION

1. POSITION TITLE	Temp Legal Officer
2. DEPARTMENT	Corporate Services
3. REPORTING TO	Corporate Services Manager
4. GRADE LEVEL	
5. LOCATION / CENTRE	**Johannesburg SHRA Offices Parktown**

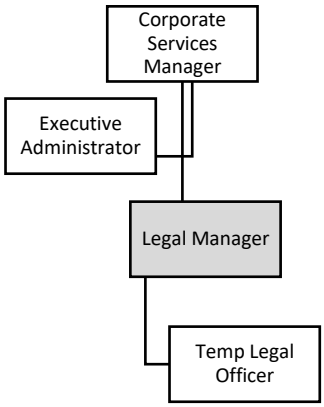
JOB DETAILS

Purpose

The Legal Officer shall provide professional legal support to the Legal Manager and the SHRA by assisting with legal research, drafting, vetting of contracts and other legal documentation, and ensuring compliance with applicable legislation, policies, and governance frameworks. The role is primarily supportive, focusing on execution and advisory assistance, without assuming managerial or strategic leadership responsibilities.
Key stakeholders the Temp Legal Officer will engage with are:

- National Department of Human Settlement, Provincial Departments and Municipalities
- Council
- Exco
- Company Secretary
- Compliance, Accreditation and Regulation
- Senior Management
- Legal Services Forum of Human Settlements Sector
- Staff
- Service Providers and Banks

ORGANISATIONAL STRUCTURE



Key Performance Areas	Activities
Legal Advisory Support	• Conduct legal research and provide preliminary opinions on matters relating to contracts, compliance, property law, employment law, administrative law, and regulatory issues. • Assist the Legal Manager in identifying potential legal risks and preparing recommendations. • Support internal stakeholders with routine legal queries under the guidance of the Legal Manager. • Ensure adherence to SHRA policies, codes of conduct, and governance frameworks.
Legal Drafting & Contracting Management	• Draft and review contracts, agreements, and other legal documents under supervision. • Ensure legal completeness and compliance of documentation. • Maintain contract templates and assist with contract administration. • Track contract renewals, extensions, and terminations, escalating issues to the Legal Manager.
Litigation Support	• Assist in preparing documentation and evidence for litigation matters. • Liaise with external attorneys and service providers as directed by the Legal Manager. • Monitor progress of litigation files and prepare status reports. • Ensure compliance with timelines and reporting standards.
Compliance & Risk Management	• Support the Legal Manager in monitoring compliance with statutory and regulatory requirements. • Assist in compiling monthly and quarterly reports. • Track commitments, deadlines, and follow-ups. • Provide support for internal and external audit requirements.

Key Performance Areas	Activities
Stakeholder Engagement (Support Role)	• Liaise with internal staff and service providers on routine legal matters. • Provide administrative and legal support in engagements with external stakeholders, under the direction of the Legal Manager. • Ensure confidentiality and integrity in all communications.

REQUIREMENTS	
Qualifications/Knowledge (including most relevant field of study) ● LLB Degree at NQF Level 8 as recognised by SAQA.	**Experience** ● Admission as an Attorney, with a minimum of 5 years' post admission ● Strong drafting, research, and analytical skills, Ability to work independently on assigned tasks while escalating complex matters to the Legal Manager **Knowledge:** ● Labour Law ● Project Finance, ● Public Procurement, ● Contract Law ● Property Law ● Regulatory Compliance ● Familiar with Social Housing Act and Regulations (would be advantageous) ● Companies Act ● PFMA ● POPIA ● PAIA ● PAJA ● FICA (advantageous)

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. Applicants can visit the SHRA website or apply on response4@multilead.co.za . **Closing date is 09 December 2026**