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CETA Internship 2026/2027 For Legal, Compliance And Contract Management

Description

The Legal, Compliance, and Contract Management Internship based in Midrand offers recent graduates the opportunity to gain practical experience within a dynamic legal framework.

Responsibilities

Interns will engage in various essential functions, including but not limited to:

- Performing entry-level tasks within the unit.
- Managing correspondence and inquiries, as well as maintaining unit records and files.
- Providing administrative support for the coordination of the unit's budgeting processes.
- Assisting in data collection and preparation for audits.
- Compiling and preparing monthly and quarterly reports for the unit.
- Executing tasks delegated by unit supervisors and managers.
- Preparing meeting agendas and taking minutes.
- Assisting in the preparation of at least one presentation per quarter, or as needed.

A structured rotational plan will ensure interns are exposed to diverse tasks across different divisions within the department. Intern progress will be formally reviewed at the end of each quarter.

Core Competencies:

Throughout the internship, participants are expected to develop:

- An understanding of CETA as a corporate and public entity, including its purpose and mandate within the SETA landscape.
- Relevant theoretical knowledge pertaining to the functional area or specific departments in which they are placed.
- Basic knowledge of applicable regulatory laws and frameworks, including the Skills Development Act (SDLA), Public Finance Management Act (PFMA), tax laws, BBBEE, and Employment Equity.

Qualifications

Entry Requirements:

Candidates must meet the following criteria:

- Be a South African citizen under the age of 35, with a valid South African ID.
- Hold a relevant post-matric qualification from an accredited institution of higher learning.
- Have no prior participation in any SETA-sponsored internship program.
- Have not been previously employed.
- Submit a detailed Curriculum Vitae (CV) and a motivation letter to be

Hiring organization

CETA

Employment Type

Intern

Duration of employment

12 months

Industry

Construction Internships

Job Location

Midrand, Gauteng, South Africa,
1682, Midrand, Gauteng, South Africa

Working Hours

9

Date posted

December 2, 2024

Valid through

31.12.2026

considered for an interview.

- Provide certified copies of the Identity Document (ID) and academic qualifications.

Minimum Qualifications Considered:

- BA in Law
- BCom Law or equivalent qualification

Job Benefits

The internship program provides a platform for practical experience, skill enhancement, and professional development in a supportive environment.

How To Apply?

Interested applicants should submit their CV and motivation letter to CETA via email. CETA will only communicate with shortlisted candidates. If candidates do not receive a response within four weeks of the closing date, they may consider their application unsuccessful.

The application deadline is 26 September 2026.

CETA is committed to providing equal opportunities and practicing affirmative action employment. The organization aims to promote representativity in race, gender, and disability through the selection process, and candidates whose appointment will enhance this representativity will receive preference.