

INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 25 July 2025

CLOSING DATE: 10 August 2025

JOB TITLE: X1 Intern: Contracts & Compliance (12 months contract)

REGION: Head Office (Midrand)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Head Office (Gauteng)

The objective of the Position

An Intern Contracts and Compliance (ICC) will report to the Manager: Contracts and Compliance (CCM) within the operations and shall with his/her supervision provide support to the TMT on legal, contracts and compliance matters. The ICC should demonstrate basic knowledge of the law of contract (incl. drafting and interpretation), interpretation of statutes, compliance law and procurement law to enable him/her to effectively assist the CCM office in executing its daily support duties. Below are some tasks to be executed by an ICC in an Assistant Capacity - as identified in the Key Performance Areas.

Key Performance Indicators

- Serve as the main point of contact for clients and Project Managers.
- Advise on contracts and business proposal.
- Craft, evaluate, negotiate and execute different contracts covering a range of transactions.
- Vetting and day-to-day management of contracts, business proposals, and other designated processes for investor and bulk infrastructure contracts.
- Input and advice on contract management, identify contractual discrepancies, and interact with relevant stakeholders to correct the discrepancies.
- Maintain contractual records and related correspondence of concluded contracts and those in progress
- Meetings or workshops to present information to stakeholders about all contract-related matters.
- Identifying potential contracts risks and implement measures to mitigate the risks.
- Contribution to the review of risk registers annually and as and when necessary.
- Provide opinions and advise on contract related matters before they become litigious.
- Implementation of preventative contract-related measures that may affect income.
- Provide legal and contractual support and guidance to other units as and when needed
- Liaise with management and finance on the applicable price increase for contract extensions
- Develop policies and SOPs to ensure alignment and compliance with relevant legislation

Qualifications and Experience

- Bachelor of Laws (LLB) Degree.
- Minimum 0-1 years of work experience.
- Basic knowledge of interpretation of statutes, contract law (incl. drafting and interpretation of contracts), compliance law and procurement law.
- Knowledge of construction industry contracts.
- Computer literacy (MS Office) – Word, Outlook, Excel, PowerPoint, etc.

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.