

Petroleum Agency SA, a subsidiary of CEF SOC Limited, is responsible for promoting and regulating the exploration and exploitation of oil and gas (petroleum) resources within the Republic both on-shore and off-shore on behalf of the Government in terms of the Mineral and Petroleum Resources Development Act (MPRDA)..

Two-year Internship Programme 2025/2026 (Cape Town based)

The Agency is offering an internship opportunity funded by the Mining Qualifications Authority (MQA) for three (3) graduates over a two-year period, commencing February 2025.

The MQA funds learners based on the following criteria:

- The learner is unemployed and a South African citizen
- The graduates should have achieved the relevant qualification at a HET level.
- Must not have benefitted from an internship programme before whether MQA funded or company funded
- No previous work experience required.

The Interns will:

- Contribute towards the achievement of the Department's duties while developing the necessary skills and knowledge in the related disciplines
- Attend various relevant/ discipline specific training courses/ conferences

- Be trained on basic computer courses such as Word, Excel, PowerPoint, MS Project, etc. (depending on the current competency levels)
- Be afforded an opportunity to work independently to determine progress on own development.

Intern (x1): Technical Compliance (Engineering)

- Gain exposure and experience in key disciplines in Petroleum Engineering;
- Be developed in key aspects of drilling operations from well designs, well construction, and to well abandonment operations;
- Be developed in key aspects of production engineering from well performance assessment, design and types of well completion systems, to metering and measurement of production; and
- Be afforded an opportunity to visit active operations mainly drilling operations and production facilities.

Minimum Qualification:

Bachelor's Degree (4-year university degree)
in Mechanical or Chemical or Petroleum Engineering

Intern (x1): Licensing and Legal

- Be developed in evaluating and processing applications for rights and permits lodged in terms of the Mineral Petroleum Resources Development Act, 2002 (Act No. 28 of 2002);
- Gain exposure and experience in the preparation and publication of notices;
- Gain exposure and experience in drafting recommendations for applications for rights and permits for the Minister's consideration;
- Be developed in the preparation of documents for notarial executions of rights/permits;
- Gain exposure and experience in preparing comments and inputs to government policies or legislative framework relating to the petroleum industry; and
- Conduct legal research.

Minimum Qualification:

LLB

Intern (x1): Company Secretary

- Gain exposure and experience in corporate governance, company secretariat and compliance.
- Assist in writing up and keeping proper minutes of meetings as permanent records of resolutions and required actions;
- Gain experience in obtaining declarations of interest and gifts from all management and keep it in a proper format for audit purposes;
- Gain experience in communicating corporate statutory information;
- Assist with the preparation of the annual calendar for the Agency;
- Be developed in conducting audits into the Agency's governance committees; and
- Be developed and assist with the preparation of compliance reports and documentation for regulatory bodies, including the Companies and Intellectual Property Commission (CIPC).

Minimum Qualification:

LLB or BCom (CGISA qualification will be an added advantage)

Candidates MUST have completed their relevant qualifications AND provide the following documents:

CERTIFIED copies of the following: • Academic Record OR Statement of Results, Degree Certificate OR Letter of Completion, Matric Certificate and RSA Identity Document

Applications will not be considered if ALL the above documents are not submitted as part of the application.



Please forward your Covering Letter, brief CV and all other requested documents to: internship25-26@petroleumagencyrsa.com stating the specific internship programme applying for as reference in the subject line: e.g., Internship 25-26: Company Secretary

Closing date for applications: **Friday, 13 September 2024 at 16h30.**

Preference will be given to candidates from designated groups in terms of national labour legislation. Only shortlisted candidates will be contacted for interviews. If you do not hear from us within 4 weeks of application, please consider your application unsuccessful.

Late applications will not be considered.

