

## **ADVERTISEMENT**

### **INTERNSHIP: LEGAL AND COMPLIANCE (24 MONTHS)**

**Salary Range R 6 758 – R 8 878 per month (differentiated according to level of qualification)**

#### **Overview of the Organisation**

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from [www.nmisa.org](http://www.nmisa.org)

#### **The Position**

The purpose of the internship is to provide a law graduate with practical training and workplace exposure in legal services. The intern will support the Legal and Compliance function by assisting with administrative and legal services tasks as required, under supervision.

#### **Requirements:**

- BProc, LLB Degree or equivalent qualification at NQF Level 8.
- Post graduate qualification in the relevant field will be an advantage.
- Knowledge of all relevant legislation (PFMA, POPIA, PAIA, New Companies Act, King IV etc.).
- Competent in MS Office Software package.
- Analysing, quality and detailed orientation.
- Good communication skills and report writing skills.
- No prior internship or work experience is required.

#### **Responsibilities:**

- Assist the Legal Office with administrative support and perform legal services tasks as required by the organisation.
- Assist in handling correspondence relating to the Entity's legal matters.
- Assist with coordination with other entities on matters of mutual interest.
- Assist with preparing and providing reports to Legal Officer.
- Assist with other related tasks within the Legal and Compliance Section.
- Assist with conducting research and provide advice on various legal issues within the organisation.
- Assist with preparing files for court cases.
- Assist in drafting legal documents and vetting of contracts and other legal instruments in line with the Agency's regulatory framework.

- Assist in the application and interpretation of legislation administered and applicable to the entity.
- Assisting in negotiations between the entity and external parties.
- Assist with development of policies.
- Assist Legal Officer with comments on or make recommendations on policies of the Organisation.
- Assist with support NMISA regarding compliance and regulatory framework.
- Assist with preparation of regulatory audit reports.

### **Person Specification:**

The ideal candidate will be a self-starter who is self-motivated and very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The position also requires being honest and ethical, being pleasant with others and displaying a good-natured, cooperative attitude.

#### **Please note:**

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to previously disadvantaged candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA is focused on recruiting the following candidates in order of preference: Coloured, African, Indian.

**Interested and suitably qualified persons may forward all supporting documentation required (updated CV in PDF only, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org) Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.**

People with disabilities are encouraged to apply.

Closing date for applications: **04 June 2026**

Correspondence will be limited to short-listed candidates only.

By applying for this position at the NMISA, the applicant understands, consents and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history.