

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).

Petroleum Agency SA Two-year Internship Programme 2027/ 2028 (Cape Town Based)

The Agency is offering an internship opportunity funded by the Mining Qualifications Authority (MQA) for ten (10) graduates over a two-year period, with a planned starting date of 01 February 2027 to 31 January 2029. 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 (including TVET colleges, only N6 Diploma graduates are accepted into the programme)
- Must not have benefitted from an internship programme before whether MQA funded or company funded.

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.

Petroleum Geology/Geophysics (x3 Interns)

General Overview of Programme:

The intern will contribute towards the achievement of the Department's duties while at the same time developing the necessary skills and knowledge in the discipline. In this regard, the intern will:

- Learn the fundamentals of Geology and Geophysics applicable to the oil and gas industry for both local and international markets.
- Be equipped with the necessary tools and knowledge to qualify them for employment as an Earth Scientist. This includes, inter alia, knowledge of seismic interpretation, basin modelling, petroleum systems, prospect generation and evaluation, and South African geology.
- Be afforded an opportunity to work independently to determine progress on own development.

Minimum Qualification:

B.Sc. Honours in Geosciences (4 years)

Email address:

geologyintern@petroleumagencycsa.com

Information Management: Geographic Information System (GIS) (x1 Intern)

General Overview of Programme:

The intern will contribute towards the achievement of the Department's duties while at the same time developing the necessary skills and knowledge in the discipline. In this regard, the intern will:

- Learn the fundamentals of petroleum E&P data management, Geographical Information Systems (GIS) and spatial data management applications to the oil and gas industry
- Get practical data management experience working with various data sets originating from oil and gas exploration activities using industry interpretation and data management software such as Petrel, Kingdom, ESRI ArcGIS,
- Equip the candidates with the necessary tools and knowledge to qualify them for employment as an Earth Scientist or a Geoscientist in the Oil & Gas Data Management Industry.
- Be afforded an opportunity to work independently to determine progress on own development.

Minimum Qualification:

B.Sc. Honours Degree in Geology or Geophysics and/or Geographic Information Systems (4 years)

Email address: GISintern@petroleumagencycsa.com

Information Management: Intern Software Developer (x1 Intern)

General Overview of Programme:

The programme provides practical workplace exposure in software development, application integration, Microsoft technologies, data management, automation, analytics and digital transformation within the upstream petroleum sector.

- Learn the fundamentals of petroleum exploration and production (E&P) data management and the role of digital technologies in the oil and gas industry
- Gain practical experience in software development, databases, APIs, Power Platform, SharePoint, Power BI and Azure.
- Participate in design, development, testing and support of business applications.
- Support automation, analytics and digital transformation initiatives.
- Develop technical documentation, troubleshooting and user support skills.
- Learn industry best practices relating to cybersecurity, information governance, records management, and data protection.

Minimum Qualification:

Bachelor's Degree (NQF Level 7) or higher in Computer Science, Software Engineering, Information Systems, Information Technology, Computer Engineering, Informatics, Application Development

Email address: SDIntern@petroleumagencycsa.com

Environmental Sciences/ Environmental Management (x1 Intern)

General Overview of Programme:

The position is part of a team reporting to Manager: Environmental Compliance. The intern will contribute towards the achievement of the Department's duties while at the same time developing the necessary skills and knowledge in the discipline. In this regard, the intern will:

- Gain experience by working with experienced internal environmental officials. One on one interface with the Lead Environmental Compliance Scientist.
- Be afforded an opportunity to work independently to determine progress on own development.
- Be provided an opportunity to visit active operations both onshore and offshore such as drilling, seismic survey operations, and production operations.
- Be introduced to operational matters through attending the Technical Advisory Committee, liaising with various stakeholders involved in the oil and gas space such as scientists, environmental assessment practitioners, officials from various organs of states (Forestry, Fisheries and the Environment, Water and Sanitation, South African Heritage Resources), and internal stakeholders (Technical Compliance, Licensing and Regulation, Information Services, etc.).
- Attend various training courses in respective environmental compliance fields.
- Attend basic oil and gas courses to understand the industry better.
- Attend various conferences on oil and gas and environmental compliance.
- Be trained on basic computer courses such as Word, Excel, PowerPoint Presentation, MS Projects, etc. (depending on the current competency levels)

Minimum Qualification:

B.Sc. Honours in Environmental Sciences/ Environmental Management/ Natural Sciences (4 years)

Email address:

environmentintern@petroleumagencycsa.com

Procurement Officer (x1 Intern)

General Overview of Programme:

The position is part of a team reporting to Supply Chain Specialist. The intern will contribute towards the achievement of the Department's duties while at the same time developing the necessary skills and knowledge in the discipline. In this regard, the intern will:

- Gain experience by working with experienced Supply Chain Management (SCM) staff members:
- Coordinate and conduct all administrative SCM activities
- Provide support to SCM officials in compiling, issuing and management of a range of proposals which includes RFQ's, and RFP's through to contract award/amendment.
- Provide support in maintaining and managing contract register
- Establish, monitor and maintain a central supplier database compliance of all suppliers used by PASA
- Participate in the Bid Committees to advise on SCM Best Practice and prepare reports for submission to the Committees
- Monitor compliance of all suppliers used by PASA to SCM legislation and regulations
- Attend various SCM training courses
- Attend basic computer courses such as Word, Excel, PowerPoint Presentation, MS Projects etc.

Minimum Qualification:

National Diploma in Supply Chain Management or equivalent

Email address:

Procurementintern@petroleumagencycsa.com

COMPANY SECRETARY (x1 Intern)

General Overview of Programme:

The position is part of a team reporting to the General Counsel/Company Secretary and the successful applicant will fulfil the following primary responsibilities:

Job Specification (Outputs)

- Corporate Governance and Compliance: Assist with monitoring compliance with applicable legislation, regulations, governance frameworks, internal policies and procedures.
- Company Secretarial Support: Assist with preparing meeting agendas and documentation, recording minutes, maintaining registers of resolutions and action items, and managing corporate governance records.
- Governance Planning and Oversight: Assist with maintaining the annual governance calendar, conducting governance compliance reviews and monitoring corrective actions.
- Legal Research and Advisory Support: Conduct legal research, analyse legislation and case law, prepare legal memoranda and summaries, and assist with providing legal opinions and advice under the supervision of the General Counsel/Company Secretary.
- Legal Drafting and Review: Assist with drafting, reviewing and proofreading contracts, agreements, legal correspondence, policies, memoranda and other legal documents.
- Litigation and Legal Administration: Assist with managing legal files, compiling documentation for litigation and dispute resolution, liaising with relevant stakeholders and monitoring legal matters and deadlines.
- General Support: Perform other reasonable legal, corporate governance and company secretarial duties assigned by the General Counsel/Company Secretary.

Minimum Qualification: LLB

Email address: Companysec@petroleumagencycsa.com

Licence & Legal Compliance Officer (x2 Interns)

General Overview of Programme:

The position is part of a team reporting to Executive Manager Licensing and Regulation

Job Specification (Outputs)

- Evaluate and process applications for rights and permits lodged in terms of the Mineral Petroleum Resources Development Act, 2002 (Act No. 28 of 2002);
- Preparation and publication of notices;
- Drafting of recommendations for applications for rights and permits for the Minister's consideration;
- Preparation of documents for notarial executions of rights/permits;
- Prepare comments and inputs to government policies or legislative framework relating to the petroleum industry; and
- Conduct legal research

Minimum Qualification: LLB

Email address: licensingintern@petroleumagencycsa.com

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.

Closing date for applications: **Monday 09 November 2026** at 16h30. Late applications will not be considered.

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.

