2027 RBH Company Secretary Internship

Royal Bafokeng Holdings (RBH) is looking for a highly committed, dynamic and recently graduated individual who is eager to gain practical experience in Company Secretarial and Corporate Governance within a high-performing environment. The Company Secretary Intern will receive training to support across a range of company secretarial, governance and compliance-related activities and processes.

WHO ARE WE?

RBH is an African community-owned investment holding company whose sole shareholder is the Royal Bafokeng Nation Development Trust (RBNDT). RBH, together with the RBNDT have been entrusted with the unique responsibility of preserving and growing the financial capital of the Royal Bafokeng Nation (RBN), a progressive traditional community of 29 villages situated in the Rustenburg valley. RBH's mandate is to protect and grow the wealth of the RBN and provide reliable and predictable inter-generational income.

MINIMUM REQUIREMENTS

- Detailed CV and motivational letter
- Certified ID copy, National Senior Certificate and LLB or BCom (Law) or Business Management qualification
- Official Academic Record
- Proof of Residence – Lekwalo la Kgosana

THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO DISPLAY THE FOLLOWING ATTRIBUTES

- Strong administrative and organisational skills
- Conceptual skills
- Interpersonal skills
- Ability to work under pressure
- Analytical and problem-solving skills
- Strong attention to detail

CORE KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of Microsoft Office products (Word, Excel, PowerPoint)
- Basic understanding of relevant legislative frameworks e.g., Companies Act
- Basic research and information gathering
- Knowledge of Greatsoft and CRM systems will be an advantage

HOW TO APPLY

Applicants who meet the minimum requirements are invited to apply by ***clicking here*** or scanning the QR code below:

Please submit your application on or before **30 November 2026.** **All applications submitted after this date will NOT be considered.**

FOR VACANCY RELATED ENQUIRIES

- Please email the recruiting officer at ***graduate@bafokengholdings.com***
- Reference: Enquiry about the **2027 RBH Company Secretary Internship**