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STUDENT INTERNSHIP POSITION: HUMAN SETTLEMENTS DEPARTMENT

An internship programme is an intervention by the City of Johannesburg to address the growing demand by a tertiary institution for students to undergo on-the-job exposure, as a pre-requisite to acquire an academic qualification or as a requirement after the acquisition of academic qualification to obtain experiential training. The City is committed to providing work-based training for students.

- This internship opportunity is applicable to youth in the Johannesburg communities, who qualifies for this internship and have never participated in an internship programme before.
- This Vacancy is open to all qualifying **STUDENTS** in the Johannesburg Community for a period **not exceeding 18 months**
- Interested applicants are invited to apply for the positions listed in the circular.
- Complete the online job application form and attach all relevant documents (Certified Qualification/s, ID, and CV).
- Applicants are advised to use Google Chrome when applying for CoJ positions.
- The City of Johannesburg reserves the right not to make an appointment.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
- The City of Johannesburg is an equal opportunity employer.

WHERE TO APPLY

<https://www.joburg.org.za/work/Pages/Work%20in%20Joburg/Vacancies/2021%20Internships/2021-Internships.aspx>

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted: Credit Record, CV validation and Employment record verification, Criminal check, and Identity validation.



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The City of Johannesburg (CoJ), Human Settlements Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months

DEPARTMENT: Human Settlements
DIRECTORATE: Public Housing Programme Support
DESIGNATION: Internship: Public Housing Programme Support
REMUNERATION: (Qualification completed with min 360 credits): R10 109,86 pm (Basic Salary, no benefits)
LOCATION: 222 Smit Street, Braamfontein

Minimum Requirements:

- Matric/Grade 12 (NQF level 4) plus National Diploma in Built Environment (NQF 6) and/or Bachelor's degree in Built Environment (NQF level 7);
- Confirmation letter from institution;
- Only City of Joburg residents will be considered.

Primary Function:

Assist in the delivery of Human Settlements in the Cores of the City and the Corridors of Freedom. Assist specialists in determining how plots of land/buildings should best be used within a community. Assist in project packaging/audits as required.

Key Learning Areas:

- Assist in the coordination of procedural requirements associated with the delivery of human settlement;
- Project facilitation and management;
- Provide administrative support in relation to the unit;
- Assist in project management and facilitation and analysis of data and provide input for changes in policy and guidelines;
- Assisting in the interpretation and implementation of Human Settlement policies, legislation and acts.

Leading Competencies:

- Computer literacy and Office Applications (Word, Excel and PowerPoint);
- Language proficiency (reading and writing) in English;
- Good communication skills;
- Coordination skills;
- Presentation skills (verbal and written);
- Conflict management skills.

Core Competencies:

- Basic knowledge of procurement processes;
- Knowledge of Human Settlements policies and legislation;
- Basic knowledge of project management.



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Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share.hsforms.com/1sEksDI9XT7eni894b7EMPw469tI>

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

TIPS FOR CANDIDATES - <https://joburg.org.za/work/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx>

ENQUIRIES ONLY:

Contact Person: Nomahlubi Masango

Tel No: (011) 061 3164

CLOSING DATE: TUESDAY, 21 JULY 2026

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