



Metropolitan Centre  
158 Civic Boulevard  
Braamfontein

PO Box 1049  
Johannesburg  
South Africa  
2000

[www.joburg.org.za](http://www.joburg.org.za)

a world class African city

# CITY OF JOHANNESBURG

## INTERN CIRCULAR: 035/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. An application letter together with a comprehensive CV, must be forwarded to the contact details mentioned in the circular attached.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointment will be made accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointment to be made within 4 months from the closing date of circular.

**PUBLISHED DATE: MONDAY, 20 SEPTEMBER 2021**

**CLOSING DATE: MONDAY, 04 OCTOBER 2021**

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## INTERNSHIP POSITION (035/2021)

**This Vacancy is open to YOUTH in the Johannesburg community**

An internship programme is an intervention by the City of Johannesburg to address the growing demand by 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 an academic qualification to obtain experiential training. The City is committed to provide work-based training for students.

**The City of Johannesburg (CoJ), Housing has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.**

The details are as follows:

1. **Department:** Housing
- Directorate:** Public Housing Programme Support
- Designation:** Land Use Planner (Interns)
- Salary Range:** R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits OR
- Salary Range:** R3 500.00 pm (cost to company, basic salary, no benefits) must be enrolled as Student

**Appointment Requirements:**

- Grade 12 Minimum National Diploma Built Environment (NQF 6) and/or Bachelor's Degree in Built Environment Discipline (NQF 7);
- Confirmation letter from institution.
- Computer literacy Microsoft Office Applications - Word, Excel and PowerPoint.
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

**Primary Function:** To assist in the delivery Human Settlements in the Cores of the City and the Corridors of Freedom. Assist specialists to determine how plots of land/building should best be used within a community. Assist in project packaging/audits as required.

**Key Learning Areas:** Assist the Co-ordination of procedural requirements associated with the delivery of human settlement. Provide administrative support in relation to the Unit. Assisting in the Co-ordination of procedural requirements associated with their development.

**Leading Competencies:** Basic knowledge of procurement processes. Knowledge of Human Settlement policies and legislation. Basic knowledge of project management.

**Core Competencies:** Good communication skills. Coordinating skills. Presentation skills (verbal and written). Conflict management.

**Contact Person:** Tshifhiwa Ndou  
**Tel No:** (011) 018 6661  
**Workplace:** 222 Smith Street

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All applications will be through the website using this link:

[https://share.hsforms.com/1eJtX31nfTXSqs6dW4icb\\_g469tl](https://share.hsforms.com/1eJtX31nfTXSqs6dW4icb_g469tl)

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.

**An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications will be required.**

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